

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Senior Information Systems Analyst</b>		WORKING TITLE <b>CROS Business Intelligence Senior Analyst</b>	
UNIT/DISTRICT/LOCATION <b>Centralized Revenue Opportunity System (CROS) Project</b>		POSITION NUMBER	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>1</b>	WORK WEEK GROUP <b>E</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED <b>Lead</b>	

### Job Requirements

#### Knowledge of:

- Organization and functions of California State Government including organization and practices of the Legislative process.
- **Organizational Awareness:** understands the Board's mission and functions, how its social, political, and technological environments work, and how revenue is generated.
- **Principles of policy** formation and development
- **Business Process Reengineering:** knowledge of methods, metrics, tools and techniques of Business Process Reengineering.
- **Capital Planning and Investment Assessment:** knowledge of the principles and methods of capital investment analysis or business case analysis, including return on investment analysis.
- **Configuration Management:** knowledge of the principles and methods for planning or managing the implementation, update, or integration of information systems components.
- **Contracting/Procurement:** knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.
- **SQL language and report writing:** knowledge of writing and running complex SQL queries and writing reports using report writing tools. Strong knowledge of logical data modeling and relational database concepts.
- **Cost-Benefit Analysis:** knowledge of the principles and methods of cost-benefit analysis, including quantifying tangible and intangible benefits.
- **Information Resources Strategy and Planning:** knowledge of the principles, methods, and techniques of information technology (IT) assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment, interagency functional analysis, contingency planning, and disaster recovery.
- **Project Management:** knowledge of principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.
- **Quality Assurance:** knowledge of the principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements and standards.
- **Requirements Analysis:** knowledge of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements; includes translating functional requirements into technical requirements used for design or presenting alternative technologies or approaches.
- **Risk/Issue Management:** knowledge of methods and tools used for risk and issue assessment and mitigation.
- **System Integration:** knowledge of the principles, methods, and procedures for installing, integrating, and optimizing information systems components.
- **System Life Cycle:** knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.
- **Strategic Planning:** knowledge of methods, processes and techniques of business and information technology strategic planning.

**Ability to:**

- **BOE Business:** develop a thorough understanding of BOE business processes and practices.
- **Generate Revenue:** identify and implement opportunities to find revenue through data discovery and analysis.
- **Model & Document:** document the existing and target business processes and practices and supporting technology accurately and comprehensively.
- **Customer Service:** provide customer service by assessing needs, providing information or assistance, resolving problems, or satisfying expectations.
- **Decision Making:** make sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals.
- **Flexibility:** is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.
- **Interpersonal Skills:** develop and maintain effective relationships with others, is courteous, tactful and respectful.
- **Leadership:** influence, motivate and challenge others; adapts leadership styles to a variety of situations.
- **Manage Change:** manage complexity, continuous change, and work effectively and quickly under continual pressure and tight timeframes, and maintain a positive attitude.
- **Oral Communication:** expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Planning and Evaluating:** organizes work, sets priorities, and determines resource requirements; determines short and long term goals and strategies to achieve them; coordinates with other departments or parts of the Board to accomplish goals; monitors progress and evaluates outcomes.
- **Policy:** identify a need for a new policy or policy change and understand the impact of policy decisions on stakeholders.
- **Problem Solving:** identifies problems, determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- **Project Management Practice:** customize project management methodologies and techniques to accommodate project requirements, balance and manage diverse project stakeholder interests, manage, facilitate, and direct the iterative project planning activities including: planning, estimating, scheduling, budgeting, resourcing, and monitoring of projects.
- **Reasoning:** identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Strategic Thinking:** think strategically and contribute to the development of strategic plans that are consistent with the Boards strategic plans and State's initiatives.
- **Team Building:** inspires, motivates, and guides others toward goal accomplishments; sustains cooperative working relationships; encourages and facilitates cooperation within the organization and with others; and coaches, mentors, rewards and guides employees.
- **Technical Competence:** effectively apply IT concepts, practices, methods, and principles in solving the most complex business and technical issues.
- **Writing:** recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.
- Work in a high-rise building.

## Statement of Position

Under the general direction of the Data Processing Manager III the Senior Information Systems Analyst (Sr ISA) acts as a project leader on the most complex information technology systems for the CROS Project, the largest and most complex IT project at BOE. The incumbent independently serves as a project leader for various information technology activities including but not limited the identification, analysis, coordination and reporting of business intelligence. The Sr ISA independently works with business programs to identify opportunities to generate revenue or improve efficiencies through better use of BOE's data assets. The incumbent prepares data sources for loading into CROS data warehouse and operational data stores. The Sr ISA provides reports to management as needed, tracks develops and maintains information technology documents, tools and reports for the CROS parallel initiatives.

**Candidate must be able to perform the essential job functions (\*) with or without reasonable accommodations.**

PERCENTAGE OF TIME SPENT	DUTIES
50%*	<p>Serves as project leader on the analysis, implementation and support of the business intelligence activities of the CROS project including:</p> <ul style="list-style-type: none"> <li>• Conduct analysis of data integration/mining opportunities</li> <li>• Elicit and document business analytics specifications with business subject matter experts</li> <li>• Define reports and other information delivery methods (output)</li> <li>• Develop logical data models</li> <li>• Identify source systems;</li> <li>• Generate database queries</li> <li>• Utilize data mining/matching tools</li> <li>• Work with DBA to implement data model to target system/database</li> <li>• Planning, estimating, scheduling, budgeting, resourcing, baseline of commitments, task, and milestones related to business intelligence</li> <li>• Recommends and implements business intelligence process and/or resource utilization improvements</li> <li>• Point of contact between the CROS team, decision team, and the data cleansing resources</li> <li>• Develop and occasionally deliver presentations on business intelligence tailored to different audiences and purposes</li> <li>• Develop and maintain a comprehensive and effective repository of business intelligence artifacts, standards, procedures, and templates</li> <li>• Define reports and metrics required for effective tracking</li> </ul>
40%*	<ul style="list-style-type: none"> <li>• Leads a variety of efforts in support of the CROS procurement and parallel initiatives as needed such as facilitating meetings and tracking action items, responding to questions regarding selected areas of the CROS RFP, contributing to the Interface effort and interim data warehousing and reporting initiatives.</li> <li>• Leads a variety of efforts in support of the implementation of CROS and the transition of responsibilities from the vendor to BOE.</li> </ul>
5%*	<ul style="list-style-type: none"> <li>• Provides expert level technical consultation to resolve complex IT problems and issues.</li> <li>• Investigate new tools, techniques, and methodologies and makes recommendations to management.</li> <li>• Develop quality assurance methods and protocols to better ensure the success of the project.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Other job-related duties as required.</li> </ul>

*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE