

**STATE BOARD OF EQUALIZATION
 DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Senior Information Systems Analyst - Specialist		Senior Analyst (Lead)	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Project Management Center		290-381-1337-005	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	1	E	None
FINGERPRINTS REQUIRED	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	SUPERVISION EXERCISED	
		May act in lead capacity	

JOB REQUIREMENTS

Knowledge of:

- Project planning and project management principles and methodologies
- Current information technology concepts
- Business process reengineering, process analysis and business requirements development
- Business case development including development of Feasibility Study Reports (FSR), Budget Change Proposals (BCP), project plans, requirement and design specifications, system and user acceptance test and implementation plans.
- System Development Life Cycle
- Joint Application Development (JAD) process, including gathering and writing business requirements
- Techniques of application systems analysis, design, development, implementation, and maintenance
- Information Technology (IT) security policies, procedures and best practices
- Technical documentation and report writing
- Procurement processes
- Experience in knowledge of project management methodology and practices
- State government legislative process, budget cycle, state information technology policies and their impact on proposed information technology projects
- Purposes, functions, and fiscal organization of the various State agencies
- Principles of organization and management
- Principles, practices, and trends of public administration, including supportive staff services such as business process analysis, planning, program evaluation, or related areas

Ability to:

- Effectively direct projects with multiple sub-projects that are multi-phased, multi-departmental and multi-disciplined, requiring research, planning, analysis and evaluation to address the highest level of enterprise-wide IT issues
- Develop information technology project documents
- Analyze complex IT project processes and recommend an effective course of action
- Identify project risks and develop risk mitigation strategies

Senior Information Systems Analyst

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- Lead project teams to develop strategies, business and system requirements, technical specifications, alternatives and solutions
- Present ideas effectively both orally and in writing
- Effectively interact with all levels of management, both internal and external to the BOE
- Conduct and prepare cost/benefit analysis and evaluate program and financial alternatives
- Lead project planning activities across all phases of the project lifecycle including design, development, implementation, testing, evaluation and the administration of complex IT project activities.
- Experience in meeting facilitation

Statement of Position

Under the general direction of the Data Processing Manager III, the Senior Information Systems Analyst (Senior ISA) (Specialist) provides expertise and consultation to both internal and external clients on a wide array of the most complex issues related to feasibility analysis, implementation, and evaluation of information technology solutions to business and administrative processes. Activities associated with the development of information technology business proposals include analysis of projects for cost, time, scope, risk and quality using skills and knowledge of project initiation and configuration management, information technology project management, and procurement.

The Senior ISA acts as a project team leader on the most complex information technology systems and independently performs the most complex studies and activities in connection with project management, resource management, facilitation, and organizational change management.

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

PERCENTAGE OF TIME SPENT	DUTIES
30% (*)	Leads and directs project team members in the development of Feasibility Study Reports (FSR), Special Projects Reports (SPR), Budget Change Proposals (BCP), and a variety of procurement request documents for IT goods and services to support the most complex IT project activities. Develops the most complex and sensitive project management documents or components such as work break down structures, risk management and mitigation plans, quality assurance, integration, system and user acceptance and procurement requirements. Leads, directs and reviews project team members work products for the less complex, less sensitive project management documents such as project charters, communication plans, high level project schedules, human resource, procurement plans and status reports.
30% (*)	Develops and recommends project implementation strategies to BOE management, project manager, business user, technology staff, vendor staff and external department. Identifies IT project issues, prepares IT project analysis and facilitates BOE program subject matter expert (SME) meetings to review and discuss IT project issues, the feasibility, impact and risk and provide recommendations for issue resolution during the course of the project. Serves as the first line contact regarding issue resolution for the project team members.

Senior Information Systems Analyst

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30% (*)	Provides expert level leadership and guidance to project managers for BOE strategic projects. Performs business impact analysis, the most complex hardware and software evaluations, cost/benefit analysis, IT project planning, and development of project alternatives, including identification of information technology platforms and implementation strategies. Leads, directs, reviews and approves project team member work products covering all aspects of the project management deliverables, budget and resource requirements, project plans and schedules and ensure project team member work products comply with appropriate BOE technology standards.
10%	Leads the most complex and technical project presentations, prepares and/or leads and directs the development of presentation material and provides miscellaneous support to the Project Manager as necessary. Performs other job related duties.

<i>I have read this duty statement and fully understand my assigned duties.</i>	
EMPLOYEE'S SIGNATURE	DATE
<i>I have reviewed these duties with the above named employee.</i>	
SUPERVISOR'S SIGNATURE	DATE

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