

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Senior Information Systems Analyst (Specialist)	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
ISB Application Project Manager	Information Systems Branch - Sacramento
Position Number	Name and Effective Date
629-151-1337-001	

Under the general direction of the Data Processing Manager II (DPM II), the Senior Information Systems Analyst-Specialist (Sr. ISA) functions as the project manager for the implementation and support of the Medical Board of California's (MBC's) 20+ Information Systems Branch (ISB) applications utilized by Board staff. The Sr. ISA leads or participates in the most complex ISB projects and teams to plan, analyze, design, develop, test and implement new and enhanced MBC applications/systems to meet business and security objectives. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

65% ISB Application Project Management/Analyst (E)

- Participate in and provide leadership expertise in MBC project efforts, including requirement definition, design, and modeling; component identification and acquisitions; and, quality review. Conducts complex application analysis and documents all requirement needs for the 20 existing MBC applications and, when necessary, new applications. Develops application requirement documents used by programmers and various consultants to make changes to the MBC applications. **(15%)**
- Develops and maintains IT project plans by outlining tasks, resources, milestones, and schedules to oversee the various ISB projects. Effectively manage projects to ensure that the end product or service is delivered on schedule, within scope, and established budget. Presents both verbal and written project updates to MBC business sponsors, executive management, and Board Members. **(10%)**
- Coordinate and work directly with the DCA BreEZe team and DCA BreEZe Project leaders in order to provide technical guidance and expertise to MBC and other clients, on the most complex and/or sensitive technical issues associated with the BreEZe project. Monitor and report to management on activities and problems associated with BreEZe. **(10%)**
- Coordinates system implementation and data migrating to upgraded applications. **(5%)**
- Conducts business and IT impact analysis related to both licensing and enforcement prior to recommending change. **(5%)**
- Provides second-level application support to MBC 300+ users. **(5%)**

- Provides network administration for all applications and databases including setting up user accounts, establishing security access levels, coordinating and troubleshooting problems thru resolution. **(5%)**
- Acts as liaison between business staff and technical staff that identify and document applications enhancements and the subsequent testing and documenting test results. **(5%)**
- Performs as liaison between project team and MBC business and technical staff. Coordinating Joint Application Design (JAD) sessions, interviews and reviews of the final output. **(5%)**

25% Prepares Planning and Statistical Reports (E)

- On behalf of the MBC management, responds to Legislative information requests as well as other internal and external information requests, to provide expert data analysis for Legislative meetings, annual reports, Board meetings, etc. Create requirements for and develop the most complex reporting to support dissemination of MBC information to executives, managers, and other stakeholders. **(15%)**
- Participates during the organization's short and long-term planning encompassing both strategic and operational needs (AIMS, budget plans, resource acquisition, and staff allocation). Monitors regulatory guidelines, changes in architecture policies and strategies at the federal and State levels and emerging industry standards to determine their impact on the MBC. **(5%)**
- Represents the MBC at DCA Enforcement and License User Group meetings. **(5%)**

10% Unit Lead (E)

- Performs as Technical Lead coordinating the activities of multiple and complex IT functions. The responsibilities span multiple disciplines involving different technical environments such as mainframe, client server and local network databases. The Sr. ISA draws from knowledge with MBC's legacy systems and bridges communication to incorporate the new technologies being introduced **(5%)**
- Performs as liaison between management, project teams, and coworkers to provide continual feedback to staff related to work efforts. **(5%)**

B. Supervision Received

The Sr. ISA works under the general direction of the ISB DPM II, and may take direction from the MBC Deputy Director.

C. Supervision Exercised

None

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent will have direct and daily contact with employees of the Board, consultants, vendors, MBC Management and other State departments. As needed, incumbent will also have contact with Legislative staff, DCA staff, and other DCA

Boards and Bureaus.

F. Actions and Consequences

The Sr. ISA is responsible for the successful implementation and support of all ISB applications. If the Vertical Prosecution Project is not successful, it may prevent the MBC from taking preventive action and developing contingency plans which impact the successful vertical prosecution of physicians.

G. Functional Requirements

No specific physical requirements are required: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The incumbent will be required to work off hours. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel may be required to train staff in district offices and also to attend Board and Committee meetings held in various locations throughout California. Incumbent is required to travel by commercial carrier or auto whichever method is in the best interest of the State. Travel may be for one or several consecutive days.

H. Other Information

Incumbent must possess good communication and use good judgment in decision making, manage time and resources effectively, be able to work efficiently and cooperatively with others in a team setting or independently. Incumbent must be able to work under changing priorities and deadlines. **Incumbent must possess California Project Management Methodology (CA-PMM) certification, or obtain certification within the first six months of hire, as required by California Department of Technology State Policy.**

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: TK 2-2015

Approved: JM 8-2015