



## DUTY STATEMENT

<b>Classification:</b> Associate Information Systems Analyst		<b>Position Number:</b> 180-1470-701
<b>Division/Office/Section:</b> AFITS/ITS/DORIIS Support Section		
<b>Location:</b> Sacramento	<b>Effective Date:</b> 10/01/2015	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID):</b> R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

**POSITION DESCRIPTION:**

Incumbent will assist IT Services and contractors in performing a wide variety of technical assignments related to the Division of Recycling Integrated Information System (DORIIS) and other applications. In addition, the incumbent will assist in developing, testing and maintaining tools to support staff IT activities. Incumbent will exercise initiative in anticipating complex and controversial issues and recommend development of solutions to address such issues.

The incumbent will work with CalRecycle staff to ensure Case Management is configured to enable maximum staff flexibility and productivity while assuring compliance with all State rules and reporting procedures. The incumbent will organize and oversee testing associated with major DORIIS releases. The incumbent will also act as the DORIIS trainer for CalRecycle DORIIS users.

**ESSENTIAL FUNCTIONS**

**45% DORIIS & Application Support**

Perform a variety of IT functions pertaining to developing new, more efficient ways for staff to efficiently accomplish assignments. Collect requirements and, following accepted CalRecycle IT standards and practices, modify or develop tools, reports, dashboards, etc. to aid staff. Work directly with other IT Services staff and contractors to maximize functionality of the IT environment.

**25% Case Management**

Solicit input from DORIIS users and ensure existing Case Management functionality is serving the needs of staff and management. Create requirement documents and oversee testing and implementation of new Case Management functionality. Develop Case Management procedures for users and DSS staff. Identify and pursue reasonable opportunities for DSS to gain increased responsibility for Case Management configuration. Work with Department leads and supervisors to ensure proper maintenance and updates to DORIIS Case groups for their respective units.

**15% Test coordination**

Organize and oversee regression testing related to major DORIIS releases. Maintain master test scenario lists and develop new scenarios as necessary. Report on testing progress and alert management when risks to objectives arise.

**10% DORIIS Training**

Assist Leads in developing training materials for CalRecycle DORIIS users. Present training classes to various business units on basic DORIIS usage and general guidelines. Assist supervisors and leads in acquainting new staff with DORIIS. Oversee dissemination of changes in DORIIS usage to users.

## **MARGINAL FUNCTIONS**

### **5% Operational Support**

Perform a variety of special IT projects pertaining to development and support of Information Technology Services Branch (ITS) customer service projects.