



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

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TO: File
2010 Conflict of Interest Code Rulemaking
OAL File No. Z-2010-0628-02

FROM: Sue O'Connell, Filing Officer
Human Resources Office
Department of Resources Recycling and Recovery

DATE: August 24, 2010

SUBJECT: NOTICE AND COMMENT PERIOD
SUMMARY OF COMMENTS AND RESPONSES

I am the agency official listed as the contact person on all notices for the 2010 Conflict of Interest Code Rulemaking of the Department of Resources Recycling and Recovery (Department or CalRecycle). (OAL File No. Z-2010-0628-02.)

The Fair Political Practices Commission (FPPC) is the code reviewing body for the Department. (Gov. Code § 82011(a).)

The Department provided notice to employees affected by the amendments on or about July 9, 2010. The Department conducted a comment period of at least 45 days beginning on July 9, 2010 and ending on August 23, 2010. The Department did not receive a request for a public hearing and no hearing was conducted.

The Department received 3 comments during the comment period. The comments received and the Department's responses are summarized below.

	Commenter [Method & Date]	Summary of Comment	Summary of Response [Method & Date]
1	R. Patrick Mathews Salinas Valley Solid Waste Authority [Email 7-14-10]	Will the proposed conflict of interest code apply to designated Local Enforcement Agencies?	CalRecycle's conflict of interest code does not apply to Local Enforcement Agencies (LEA's). However, employees of LEA's may be designated under the code of the city or county for which they work. [Email 7-20-10]
2	Ken Scott CalRecycle Division of Recycling [Email 7-16-10]	A problem was reported with the accessibility of the "Proposed Text" document posted on CalRecycle's public web site.	CalRecycle worked with the commenter to correct the document's accessibility problem. The resulting document was posted on the web site, replacing the problem document. [Web posting 7-20-10]

	Commenter [Method & Date]	Summary of Comment	Summary of Response [Method & Date]
3	Human Resources Off. CalRecycle [Email 8-12-10]	A new position titled System Software Specialist II (Technical) was added to the Department in the Information Management Branch of the Administration and Finance Division. The Department was asked to consider whether the position makes or participates in making governmental decisions and whether it should be designated in the Department's Conflict of Interest Code.	<ul style="list-style-type: none"> • The duty statement was reviewed for the new position. The classification is part of a series and the series specification was reviewed. It was determined that employees in these positions will make or participate in making governmental decisions and the series should be designated. Copies of the duty statement for this position, an updated organization chart for the Information Management Branch of the Administration and Finance Division, and the series specification are attached as Exhibit A. • On August 23, 2010, the only CalRecycle employee currently appointed to a position in the series was contacted and informed that the Department had determined that the position should be designated for the reason stated above. The employee had no comment. • The series name "System Software Specialist" in the Administration and Finance Division is added to the amended code. The positions are listed by the series name. The positions are assigned to disclosure category 7 based on potential conflicts of interest associated with their duties. [Email; phone call; code amendment; file memo. [8-12 to 8-24-10]]

I certify that the foregoing is true and correct. This certification is made in Sacramento, California on August 24, 2010.

Original signed by Sue O'Connell

Sue O'Connell
 Human Resources Office
 Department of Resources Recycling and Recovery (CalRecycle)

Exhibit A

State of California
Department of Revenue Recovery and Recycling - CalRecycle
ESSENTIAL FUNCTIONS DUTY STATEMENT

old/new

EMPLOYEE NAME: _____ CURRENT DATE: _____
CLASSIFICATION: System Software Specialist II POSITION #: _____
DIVISION/OFFICE: Administration CBID: _____
SECTION: Network Services Unit
SUPERVISOR'S NAME: _____ SUPERVISOR'S CLASS: Senior Info Sys Analyst, Supervisor

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code. 4 - 5
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- Requires the utilization of a self-contained breathing apparatus. May require a pre-employment medical examination.
- Operates heavy motorized vehicles. May require a pre-employment medical examination.
- Requires repetitive movement of heavy objects. May require a pre-employment medical examination.
- Performs other duties requiring high physical demand.* (Explain below)

ESSENTIAL FUNCTIONS OF POSITION

- VISION** – You must have sufficient vision to perform the following duties:
- HEARING** – Your hearing must be sufficiently acute to perform following duties:
- SPEECH** – You must have sufficient ability to speak to perform following duties:
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties:
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity:
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following:
Operate computer keyboard.
- LIFTING** – You must be able to lift up to _____ pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Periods of time spent troubleshooting computer systems.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Employee's Signature _____ Date _____

State of California
Department of Revenue Recovery and Recycling - CalRecycle
ESSENTIAL FUNCTIONS DUTY STATEMENT

POSITION DESCRIPTION: Under the direction of the Network Services Unit Manager, the System Software Specialist II will function as the CalRecycle's Microsoft Exchange 2007 Email Administrator. The incumbent also performs a wide variety of technical duties associated with the maintenance and enhancement of CalRecycle's Active Directory, and performs a wide variety of complex technical duties associated with the design, development, and enhancement of CalRecycle's office automation systems while ensuring consistent, predictable, and acceptable levels of availability and functionality to CalRecycle users.

% Of Time RESPONSIBILITIES OF POSITION

45% Analyzes, develops, tests and implements complex Windows Server systems and Active Directory environment. Using system management tools and programming script languages, develop processes for configuration, operation, management and maintenance of Windows 2008 Servers and Exchange 2007 CCR.

Provide system administration and support for CalRecycle's Active Directory/Exchange environment. Under general supervision the incumbent will:

- Act as technical lead for all Microsoft Exchange infrastructure.
- Perform all Exchange system-level utility and application programming and support.
- Maintain Active Directory hardware and software fault detection and correction.
- Create, deactivate, delete, and relocate user accounts.
- Maintain user e-Fax accounts.
- Maintain or modify user mailbox permissions.
- Perform recovery of user mailboxes.
- Perform maintenance and support of virus protection on the Exchange Server.
- Review and release quarantined items from CalRecycle's spam filtering service.
- Perform Email history research for PRA requests

20% Independently plan, forecast, design, install and test new messaging strategies and environments and related software for CalRecycle & Cal/EPA's Messaging Services.

- Provide plans and processes for service upgrades, environmental infrastructure strategies, and enhancements.
- Perform and lead the most complex research analysis and design of modifications to existing email infrastructure.
- Research and develop new and enhanced email infrastructure applications, functionalities, and service strategies.

15% Provide second-level technical support for the IMB Help Center staff in the desktop, application, and email customer support areas such as:

- Advance troubleshooting and configuration of software.
- Group policy troubleshooting and modification.
- Directory permissions review and modification.
- Outlook advanced support and training.
- Outlook profile configuration.

5% Develop and maintain complex network system level documentation for Windows 2008/Exchange2007 implementation and deployment

5% Research, configure, test and deploy new Network equipment (servers) and network operating system software tools.

5% Provide written and verbal system status and activity reports including system documentation and procedures for Active Directory user administration functions as well as complex software configuration procedures for the in-house knowledge base.

5% Other duties as required.

I certify that this duty statement represents an accurate description of the duties of this position.

Supervisor's Signature Date Employee's Signature Date

ADMINISTRATION AND FINANCE DIVISION INFORMATION MANAGEMENT BRANCH

CEA 3*
650-7500-001
G. Arstein-Kerslake
(2)

Network & Server Architecture

650-1337-001	Sr Info Sys Ana (Spec)	Kim
650-1337-002	Sr Info Sys Ana (Spec)	Rodarte
650-1337-003	Sr. Info Sys Ana (Spec)	Denefield
650-1583-001	Sr. Prog Ana (Spec)	Barnett
650-1470-008	Assoc Info Sys Ana	Marquez
650-1373-001	Sys Software Spec. II(T)	Wanjiru
650-1583-002	Sr. Prog. Analyst (Spec)	Mumm

Data Proc Mgr III
650-1393-002
Allen
(32)

Software Architecture and Server Administration Section

658-1581-001	Staff Programmer Analyst (Spec)	Evans
658-1581-003	Staff Programmer Analyst (Spec)	Biring
658-1581-004	Staff Programmer Analyst (Spec)	Jones
658-1581-002	Staff Programmer Analyst (Spec)	Yu
*[Cal EPA]	Staff Programmer Analyst (Spec)	Cao

Network Services Section

651-1340-002	Sr. Info Sys Ana (Sup)	Valdez
651-1312-004	Staff Info Sys Ana (Spec)	Kuhn
651-1312-005	Staff Info Sys Ana (Spec)	Guadagnino
651-1312-006	Staff Info Sys Ana (Spec)	Vacant
651-1470-004	Assoc Info Sys Analyst	Vacant
651-1470-006	Assoc Info Sys Analyst	Ballard
651-1470-013	Assoc Info Sys Analyst	Cardwell

Web & Software Quality Assurance Section

653-1340-001	Sr. Info Systems Analyst (Sup)	Lettington
653-1312-001	Staff Info Systems Ana (Spec)	Estes
653-1312-002	Staff Info Systems Ana (Spec)	Caputi
653-1312-003	Staff Info Systems Ana (Spec)	Powell
653-1470-005	Assoc Info Systems Ana (Spec)	B. Wong
653-1470-015	Assoc Info Systems Ana (Spec)	Connors
653-1581-003	Staff Programmer Analyst (Spec)	Davey
653-1587-001	Systems Software Spec I (Tech)	Vacant

Support Services Section

654-1316-001	Staff Info Sys Ana (Sup)	Belardi
654-1312-001	Staff Info Sys Ana (Spec)	Boune
654-1470-003	Assoc. Info Sys Ana	Davila
654-1470-006	Assoc Info Sys Ana	Kent
654-1479-002	Asst Info Sys Ana	Valencia
654-1312-002	Staff Info Sys Ana (Spec)	Zarrin
654-1470-007	Assoc Info Sys Analyst	Vacant
654-1479-003	Asst Info Sys Ana	Morgan

Software Programming Section

656-1582-001	Staff Programmer Analyst (Sup)	Muesse
656-1579-002	Assoc Programmer Ana (Spec)	Barrett
656-1579-003	Assoc Programmer Ana (Spec)	Coker
656-1579-004	Assoc Programmer Ana (Spec)	Burnham
656-1579-005	Assoc Programmer Ana (Spec)	Dobbins

CALIFORNIA STATE PERSONNEL BOARD
SPECIFICATION

SYSTEMS SOFTWARE SPECIALIST
Series Specification
(Established July 24, 1975)

SCOPE

Classes in this series are used to analyze, design, code, implement, maintain, and evaluate computer software; this includes, but is not limited to, operating systems, control systems, proprietary software packages, telecommunications software, and database management software. These classes are also used as technical advisors to act as consultants to other information technology personnel in solving system problems and achieving the best use of available hardware and software resources; to act as leadperson or supervisor over other personnel; the classes are also used to coordinate and ensure effective operations of complex multiple hardware and software configurations; and to do other related work.

Computer software encompasses operating systems and utilities, telecommunications software, database management systems, special purpose vendor-supplied package software, special purpose control systems, and includes, but is limited to, both modified vendor-supplied systems and systems specifically developed by the user.

Entry into this series is typically through the Programmer II classification.

Schem Code	Class Code	Class
LM62	1585	Associate Systems Software Specialist (Technical)
LM60	1587	Systems Software Specialist I (Technical)
LM55	1373	Systems Software Specialist II (Technical)
LM58	1558	Systems Software Specialist II (Supervisory)
LM50	1367	Systems Software Specialist III (Technical)
LM52	1559	Systems Software Specialist III (Supervisory)

FACTORS AFFECTING POSITION ALLOCATION

Variety and complexity of work assignments, size of information technology activities, breadth of support activities, scope and consequence of decisions made, independence of action and decision, level of programming and analytical skills, and leadership or supervision exercised and direction received.

DEFINITION OF LEVELS

ALL LEVELS:

The level of a position is influenced both by the place of the positions in the organization structure and by the type and complexity of the equipment configuration. Generally, the more complex and larger the equipment configuration, the higher the level of the position.

All levels essentially perform duties involving the same types of duties and are involved with similar activities and tasks. The differences in level are a matter of level of discretion, recognized expertise, and the scope of the problems.

ASSOCIATE SYSTEMS SOFTWARE SPECIALIST (TECHNICAL)

Under supervision, independently performs assigned systems programming (software) work; and/or acts as leadperson over others performing systems software work; and/or participates on software project teams. This is the full journey level.

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

Under general supervision, acts as a leader on systems software projects, and/or works independently as a technical specialist on complex systems assignments. This is the advanced specialist level.

SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)

Under general supervision, acts as a team leader on the more complex systems software projects, and/or works independently as a high-level technical specialist on the more complex systems assignments. This is the expert specialist level.

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Under general supervision, acts as a supervisor on the more complex software systems or systems software projects.

SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)

Under administrative direction, works independently as the recognized technical specialist on the maintenance of the most complex software systems and software projects, and/or acts as a leader on projects involving the conversion to the most complex computer configurations.

SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Under administrative direction, acts as a supervisor on projects involving the conversion to the most complex computer configuration and/or supervises a staff of software specialists responsible for the most complex assignments.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

ASSOCIATE SYSTEMS SOFTWARE SPECIALIST (TECHNICAL)

Either I

One year of experience in the California state service performing duties comparable to a Programmer II, which must include the performance of duties such as coding, designing, modifying, installing, evaluating, and maintaining computer software.

Or II

Eighteen months of progressively responsible experience in information technology systems study, design, and/or programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent planning and software development, systems analysis, or systems programming (software) work.

Or III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

Either I

One year of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or II

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent systems programming, leadership over a group of systems software programmers, or participation on software project teams.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical).

Or II

Two years of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or III

Three years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent responsibility as a leader on systems software projects, or as a technical specialist on complex technology systems.

SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist II (Technical) or a Systems Software Specialist II (Supervisory).

Or II

Two years of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical) or Systems Software Specialist I (Supervisory).

Or III

Four years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent leadership responsibilities on complex systems software projects, or as a high-level technical specialist on the more complex systems assignments.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Information technology systems (software) programming, equipment, and its capabilities and interfaces between hardware and software; and the requirements for the installation and implementation of the most complex information technology software systems.

Ability to: Write complex programs; develop detailed program specifications; analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative relationships with those contacted in the course of the work; work under pressure; communicate effectively; prepare effective reports; coordinate the activities of technical personnel.

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Knowledge of: All of the above, and the department's a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and principles of personnel management, supervision, and training.

Ability to: All of the above, and supervise technical personnel; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Associate Systems Software Specialist (Technical)	09/01/1975	09/03/2008	12/04/1984
Systems Software Specialist I (Technical)	09/01/1975	09/03/2008	12/04/1984
Systems Software Specialist II (Technical)	09/01/1975	09/03/2008	04/17/1984

Systems Software Specialist II (Supervisory)		03/20/1984		09/03/2008		--
Systems Software Specialist III (Technical)		08/17/1978		09/03/2008		04/17/1984
Systems Software Specialist III (Supervisory)		03/20/1984		09/03/2008		--