

Enterprise Information Systems Duty Statement

Section:	Strategic Offender Management System (SOMS)
Unit:	SOMS Business Intelligence
Position Number:	065-625-1312-029
Classification:	Staff Information Systems Analyst
Date:	8/23/2016

Supervision: Under the general direction of the Data Processing Manager III within the SOMS Application Unit, the incumbent is responsible for mobile development and data visualization using tools like Endeca Studio & Tableau.

Knowledge: This is the journey level and the incumbents at this level are expected to adhere to and enforce EIS data processing concepts, practices, methods, and principles; as well as accepted industry practices and standards. The incumbent must possess an ability to work independently while intentionally developing relationships with key stakeholders of the SOMS application. Interactions with business/program subject matter experts and other EIS technical staff require the incumbent to demonstrate the basic competencies associated with good communication and team leadership.

Guidelines: The incumbent should utilize initiative, creativity and resourcefulness in making recommendations for new policies, system enhancements, or configuration changes. In addition to state and federal laws and guidelines, the incumbent must adhere to CDCR policy regarding behavior or conduct on the job.

Scope and Effect: The incumbent performs technical work to develop BI analytical applications and mobile applications. The incumbent must have a solid understanding of data modeling techniques, programming languages like C# and JavaScript. The incumbent may review requests for change (application enhancements, application defects, infrastructure changes) submitted by business and technical stakeholders; works with Requirements Management team to assess the impact of the change to the SOMS/BI application and infrastructure components; works with technical and business subject matter experts to determine priority, severity, and impact of proposed changes; communicates impact information to stakeholders via meetings and written correspondence. The incumbent executes EIS procedures and enforces policies for introducing change into production and staging environments; assists team members and customers with policies and procedures; assists in performing updates and obtaining approvals for processes and procedures; responsible for providing customer guidance and support for production processes.

This duty statement attempts to identify the most significant responsibilities, but acknowledges that there may be other activities as required that make up the balance and totality of the job.

Complexity: The incumbent will utilize a range of new design techniques and tools optimized for BI analytical applications and modern mobile application development and must be capable of teaching these new techniques to the project level designers. This role requires advanced skills in data visualization and mobile application development.

Personal Contact: The incumbents work with managers, technical staff, contractors and systems users to provide and make recommendations regarding systems and problems requiring solutions. The incumbents must be able to communicate effectively, both orally and in writing with subordinates, peers, clients, and customers at all levels.

Enterprise Information Systems Duty Statement

Specific responsibilities, knowledge, skills and abilities include but are not limited to the following:

45%	Create, maintain and support analytic applications	<ul style="list-style-type: none">• Meet with external and internal stakeholders to gather and document requirements.• Design and develop data models that support the applications.• Design and develop applications using tools like Tableau and Endeca.• Create database views using SQL for application integration.• Develop and maintain documentation.• Track and monitor performance applications.• Collaborate with CDCR Database Administrators to resolve performance issues.• Install and configure software tools required.• Present and communicate with stakeholders.• Document deployment methodology to promote code from Development to Test, UAT, Pre-production and Production environments.• Maintain existing applications and troubleshoot issues, as they arise.
45%	Mobile Application Development	<ul style="list-style-type: none">• Meet with external and internal stakeholders to gather and document requirements, and use cases.• Design wireframes and prototypes.• Document UI design, detailed visual design and assets.• Work with CDCR mobile developers to define security and authentication requirements, choose technology components/platforms.• Document solution design, solution architecture and security design.• Develop mobile applications using tools like Visual Studio and Xamarin.• Develop unit tests.• Work with UAT testing team to define acceptance criteria, build out and execute tests.• Create necessary certificates and keys for application publishing.
10%	Project Management & Other Functions	<ul style="list-style-type: none">• Status Reporting to unit supervisor, including statistics on workload.• Participate in team, project and other meetings.• Participate in code reviews and architectural discussions.• Prepare status reports for management review.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Signature

Date

Supervisor's Signature

Date