

Office of Enterprise Information Services

Section:	Enterprise Information Services
Unit:	Policy/Planning, Project Management and Acquisitions Section
Position Number:	065-623-1312-022
Classification:	Staff Information Systems Analyst (Specialist)
Date:	5/11/2015

Supervision: Under the general supervision of the Policy/Planning, Project Management and Acquisitions (PPPMA) Data Processing Manager III, the Staff Information Systems Analyst Specialist (SISA Spec.) will serve as a team member for the Enterprise Information Services (EIS) California Department of Corrections and Rehabilitation (CDCR) information technology (IT) Resource Management, Project Management, Portfolio Management and IT Governance related processes. At times, for specific PPPMA related initiatives, the SISA Spec. may also take direction from the Systems Software Specialist III (Technical) within PPPMA. The SISA Spec. will participate in the management and support of the Department's Financial, Portfolio Management and IT Governance policies, best practices and processes ensuring they align with various control agency requirements. The SISA Spec. will plan, design, and carry out assignments independently, given administrative direction by the manager.

Knowledge: This is a journey level position for which the incumbent must possess general knowledge regarding each of the PPPMA areas of responsibility – financial and portfolio management, as well as IT Governance best practices. The SISA Spec. must also have knowledge of information technology concepts, practices, methods and principles, with emphasis on those statewide IT policies, instructions, and guidelines administered by the California Technology Agency. In addition, the incumbent must possess knowledge and understanding of the phases of the Systems Development Life Cycle and Project Management industry trends, best practices, and standards. To be successful in this position, the incumbent must have an understanding of financial management and project management. Knowledge of financial management and Project Management Institute (PMI) or other generally accepted project management standards is required. The incumbent will apply this knowledge to IT projects, initiatives, and maintenance and operations. The incumbent will impart this knowledge to project managers, managers, chiefs, and any/all CDCR staffs who desire to effectively practice portfolio and financial management principles. The incumbent must possess knowledge of the CDCR mission and business functions in order to take into account the larger business perspective.

Guidelines: The SISA Spec. must interpret and apply requirements, standards, and guidelines for IT Portfolio and Financial Management reporting across the organization. Additionally, the incumbent will be responsible for developing, implementing, and maintaining policies, processes, and procedures in support of California Technology Agency requirements and generally accepted best practices for all PPPMA areas of responsibility.

Complexity: The SISA Spec. will work at the journey level and will require continuing efforts to establish concepts, theories, or programs. The incumbent will be required to train/mentor EIS staff, management and customers in the use of Portfolio and Financial Management processes and methodologies. Additionally, the incumbent will work closely with the Department's major stakeholders to align the IT.

Scope and Effect: The SISA Spec. will participate in IT Portfolio Management consulting where the implementation of advice or plans has a significant impact on the organization's business success. The scope of work affects IT projects and EIS programs and the prioritization and management of all IT resources required to achieve the primary mission of the CDCR. The systems developed via these projects and EIS programs are deployed to thousands of state and local law enforcement personnel, and provide data necessary for officer and public safety. They are also deployed to ensure the safe and secure housing of all the Department's inmates and wards and the safe and effective working environment of its staff.

Personal Contact: The SISA Spec. will consult with or advise management, administrative, and executive staff on the planning, development, implementation, and coordination of IT issues. The

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incumbent will frequently contact program area staff, management, and executive management to provide oversight and adherence for portfolio and financial management deliverables. The incumbent must communicate effectively verbally and in writing at the Control Agency, Department, and Division level. At this level, the incumbent must be well organized and communicate effectively, verbally and in written form, with peers in the CDCR as well as with external entities. The incumbent will write status reports, financial reports, and reviews products produced by IT staff throughout the department at levels from line staff to CDCR executive management. The incumbent will also give verbal presentations to customers and briefings to EIS and CDCR management.

Purpose of Contacts: In the normal course of work, the incumbent will be expected to justify, defend, negotiate, and settle matters involving significant or controversial issues, communicating at the Control Agency, Department, and Division level.

Specific duties include, but are not limited to:

45%	Financial Management IT Coordinator	<ul style="list-style-type: none">• Prepare, coordinate, and facilitate the preparation of EIS programs and IT projects financial management documentation.• Plan, manage, monitor, and track EIS programs and IT projects financial plans, and prepare required monthly financial reports.• Research and resolve budget and fiscal disputes.• Develop, lead, and participate in the development and writing of various internal and external financial management reports.• Prepare and/or monitor status reports to ensure program and project spend plans are according to schedule and within the approved budget.• Monitor the progress of all CDCR IT acquisition requests to ensure alignment with portfolio resources. Escalate to CDCR executive management as appropriate.• Create and maintain a working environment that encourages mutual cooperation between EIS programs, IT projects, and EIS staff.
40%	CDCR IT Portfolio and Financial Management Program	<ul style="list-style-type: none">• Develop and maintain policies, best practices, and processes to be used by all EIS managers and staff to effectively manage IT resource allocations, availability, and assignment to all IT projects and operational workload.• Partner with the EIS Applications Maintenance and Support Unit, SharePoint/Web Solutions, and Business Information Systems (BIS) to ensure all business requirements for PPPMA are satisfied by the automated tools.• Review and interpret all CDCR EIS IT Resource and Portfolio Management practices for alignment with and support of any control agency policies and requirements.• Maintain a portfolio and financial management plan for EIS programs and IT projects.• Develop, convert, and retain all PPPMA, portfolio, and cost accounting information for active management of projects and EIS programs, as well as for historical purposes, per records retention cycles.• Provide and maintain timely and accurate portfolio and financial information and reports for the organization's Enterprise Portfolio Management activities, including the ability to produce reports, as required, by all EIS stakeholders – EIS management and staff, CDCR executives, control agencies, etc.• Develop, implement, and apply performance metrics to evaluate the effectiveness of EIS programs and IT projects.
15%	Train and Mentor	<ul style="list-style-type: none">• Whenever and wherever possible, advocate the use of PPPMA best practices, including the systems and tools designed to support those best practices. This includes training EIS and CDCR management and staff in the use of the practices, templates, and tools

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and the most valuable ways in which they can collect, store, use, and report on PPPMA data.

- Review and interpret current state IT portfolio and financial management policies, instructions and guidelines and advise executives and staff of any impact to CDCR practices.
- Develop, implement, deliver, and maintain training curriculum to ensure policies, practices, and processes are appropriately followed.
- Mentor CDCR personnel on the effective use of the PPPMA management processes.
- Participate in EIS Project Management Roundtable meetings for sharing lessons learned and various workshops and user groups related to best practices.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____