DUTIES:
Under the general direction of the Data Processing Manager (DPM) III, Debt Management System (DMS) II Project Manager, the Senior Information Systems Analyst (Specialist) serves as the expert on the project management lifecycle processes and best practices as well as the System Development Lifecycle (SDLC). The Senior ISA provides project advice, mentoring, consultation, guidance, and collaboration for the DMS II Project. This role is critical to ensuring IT alignment with the business. This role is an extension of the Debt Management System (DMS) II Project Manager, acting as liaison and bridging/facilitating communication and understanding between the business and IT. This position functions as a consultant/technical specialist within the Public Finance and Information Technology Divisions and performs specialized project management and information systems analysis. This position provides expertise in one or more areas of systems analysis and project management. Under direction of the DPM III, this position may act as a project manager/team leader or coordinator for certain DMS II Project activities. The incumbent is expected to maintain mastery IT Project Management and technical expertise in application/system development and associated IT methods, tools, PM methodologies, and technologies. The incumbent is expected to apply knowledge, skills, tools, and techniques to project activities to meet project requirements.

DESCRIPTION OF ESSENTIAL FUNCTIONS:
• **Project Management:** Serves as Lead in the development and execution on various projects and assignments; and provides direction and guidance to lower level staff and consultants as required. Serves as project manager of information technology projects. Develops and maintains project plans, budgets and schedules. Assigns tasks to project team and monitors progress against approved plans. Represents project team in meetings and provides written summaries and status reports to upper management and key stakeholders, as necessary. Researches and documents best practices with regard to project delivery to enable project success. Lead day-to-day project activities, including scheduling, communication, and risk and issue management. Apprise project manager, project sponsor and team members of project status.

• **Relationship Management:** Develop and maintains effective communication, facilitates open communication and discussion between stakeholders, business lead, technical lead and project staff. Captures and disseminates technical and business information as appropriate. Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity. Focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.

• **Technical Management:** Works independently as a high-level technical specialist. Performs a wide variety of the highest technical, most complex analytical and technical tasks. Reviews, analyzes, and provides recommendations or solutions regarding complex system issues. Implements and/or participates in the implementation of recommended solutions. Makes technical decisions and maintains a high degree of technical expertise and versatility in evaluating, recommending, designing, constructing, and implementing new complex information technology systems. The incumbent will leads and/or mentor
project staff in analysis, data management/cleansing, system development, testing, and installation efforts; using a high degree of technical expertise and versatility.

To view a complete version of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:
- Proven capacity to identify and implement process improvement and efficiencies.
- Experience working in a senior capacity as a business analyst with the business, architects and software development teams to successfully deliver technology projects.
- Ability to communicate with business users at all levels with business acumen to help manage and resolve complex business problems using information technology solutions.
- Derive the key metrics and analyze the results of new business processes with appropriate options and considerations for improvement.
- Ability to bring senior level thought process, creativity; analytical skills and project management to a fast paced high paced financial environment.
- Interact with the business and technology to derive and design technical and process solutions delivered in a business requirement document, with functional requirements, data mapping and target business metrics

CONDITIONS OF EMPLOYMENT: Fingerprinting and Background Check are required.

WHO SHOULD APPLY:
Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Senior Information Systems Analyst (Spec). Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.) Also, list “Sr ISA 820-560-1337-001” on your application/resume.

FINAL FILING DATE:
State application must be received or postmarked by April 2, 2015. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:
Nicole Yousefi
Personnel Office
State Treasurer’s Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL: PUBLIC (916) 653-3100 CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. STO complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.
PFD: cc Sr ISA 0318/15