

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**INFORMATION TECHNOLOGY ANALYST (PRINCIPAL)**

**CLASS SUMMARY:**

Manages and oversees a major information technology system, group, or program including staff and contract resources; plans, designs, and coordinates the maintenance of the most difficult and complex infrastructure system or computerized data processing and applications systems for large, multi-departmental or county-wide functions; acts as a project/team leader and technical expert in assigned area(s) of responsibility, and oversees major information technology initiatives.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class head a major information technology section, program or initiative and may supervise lower level information technology professionals. Positions in this classification have the highest subject matter expertise for the assigned area and are proficient in project management, system development and design, GIS, infrastructure design and planning, and emerging technology development and implementation.

This class is distinguished from the:

- **Information Technology Analyst IV** by responsibility for a major section, program or initiative with a high level of independence and responsibility for significant resources.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives direction from an Information Technology Manager, the Assistant Director, or Chief Information Officer.
- May exercise supervision over administrative and professional staff.

**ESSENTIAL DUTIES:** *This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.*

- Coordinate the organization, staffing and operational activities for assigned information technology programs, initiatives, and projects; participate in the development and implementation of goals, objectives, policies and priorities related to information technology; recommend and implement resulting policies and procedures; identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Oversees, coordinates, and participates in organizational, operational, and procedural analyses to determine information input, work processes, and desired output for potential and/or up-dated computerization for a large number of users -in support of a multi-departmental or county-wide applications; reviews and analyzes a variety of forms, documents, reports, data output, and record-keeping requirements.
- Consults with customer/user departments and advises on the feasibility of converting systems to computerized applications; analyzes departmental and County-wide operations, functions, services, interdepartmental relationships, and the information sharing needs in

the development of new and/or up-dated systems and procedures; recommends improvements in operations and administration of existing systems.

- Direct, coordinate and review the work plan for assigned Information Services activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Oversee and coordinate the implementation of information technology projects; develop priorities for assigned projects; manage projects to ensure completion in a timely manner; recommend problem resolution or alternatives to keep projects on schedule.
- Participate in the development, preparation, and maintenance of the information technology strategic plans; recommend County-wide information technology standards; evaluate and develop proposed standards for hardware, software and networks.
- Select, train, motivate and evaluate Information Services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned program budget; forecast funds needed for staffing, training, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Provide staff assistance to higher level management staff; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

#### **EXPERIENCE AND EDUCATION:**

**Education:** Bachelor's degree from an accredited college or university, preferably in Information Technology or related field.

**Experience:** Six (6) years of information technology systems and/or application development and support experience including two (2) years of project lead or supervisory responsibility.

**Note:** Additional experience may substitute on a year for year basis for the educational requirement.

#### **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants may be required to possess a valid California Driver's License, Class C.
- Some positions in this class will require technical certifications demonstrating expertise in specific bodies of knowledge.

**Note:** All licenses, certificates and registrations requisite to the position must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Emerging technologies, strategies, and information technology initiatives for a variety of County service areas.
- Operational characteristics, services and activities of a comprehensive information services program.
- Modern and complex principles and practices of information technology including current hardware, software, and all supporting infrastructure.
- Methods and techniques of management and supervision.
- Advanced methods and techniques of computer programming and information systems management.
- Advanced principles and practices of systems analysis and design.  
  
Standard and accepted principles and methodologies of computer programming and logic.
- Standard and accepted principles, methods, and techniques of systems analysis, design and implementation.
- Capabilities and potential uses of large scale computers and complex, multifunctional software applications.
- Interrelationships of computer hardware and software, Local Area Networks (LAN), Wide Area Networks (WAN), and other information technology equipment.
- Database structures, database design, applications programming, distributed processing, end-user computing, database query software and on-line programming software.
- Design and workflow principles.
- Data organization and access methods in computerized systems.
- Data base management systems, data communications and, on-line and interactive systems.
- Methods of estimating/cost analysis.
- Budget development and tracking methods and techniques; standard and accepted bidding and procurement methods and techniques.

- Working Knowledge of principles of governmental accounting and fiscal systems.
- Business and governmental record-keeping and procedures.

**Skills and/or the Ability to:**

- Lead and manage a major section, program, or information technology initiative.
- Supervise, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Interpret and explain Information Services policies and procedures.
- Plan and organize Information Services activities.
- Manage projects in a timely manner.
- Evaluate vendor price quotes, contracts and warranties.
- Determine hardware and software infrastructure needs.
- Analyze and troubleshoot information technology problems and recommend appropriate alternatives.
- Prepare clear and concise reports; communicate clearly and concisely, both orally and in writing.
- Apply knowledge of current information technology to acquire, install, and maintain a variety of hardware, software and infrastructure systems. Learn and understand designated systems, processes, and operations in relation to users' goals, needs, and priorities.
- Prepare feasibility and needs' studies/surveys and narrative and statistical reports.
- Research regulations, procedures, and/or technical reference materials.
- Perform responsible project management, establish realistic project schedules and controls utilizing one or more of the several charting and scheduling techniques available.
- Perform a variety of complex and multi-functional technical and specialized tasks and functions in an independent, competent, and timely manner.
- Collect and analyze data to identify needs and/or problems; evaluate system effectiveness; research and analyze alternative solutions.
- Operate a variety of usual and specialized software programs to include word processing, spreadsheets, and specialized databases at a level sufficient for successful job performance.

**PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

- Lifting, Carrying, Pushing and Pulling -- Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

#### **WORKING CONDITIONS:**

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

#### **OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. *[and, depending on the position, may include information such as:]* The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are **OR** may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

#### **CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: n/a
- Date Adopted by the Board of Supervisors: December 2017
- Date(s) Revised: November 2017
- Date(s) Retitled and Previous titles of the Class: GIS Coordinator, Senior Systems Analyst