



Controller Betty T. Yee

California State Controller's Office



Position: (5661)
Senior Information Systems
Analyst (Supv)

Position #:
051-726-1340-001

Salary Range:
\$6,116 - \$8,039

Issue Date:
March 29, 2016

Contact:
Matt Schooling (916) 576-5067
or Sue Larson (916) 576-2445

Location:
FI\$Cal Project Site
2000 Evergreen St., Ste. 200
Sacramento, CA 95815

Final Filing Date:
April 12, 2016
(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
FI\$Cal Project
ATTN: Matt Schooling
2000 Evergreen St., Ste. 200
Sacramento, CA 95815

Please write "051-726-1340-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055.

Scope of Position:

Under the direction of the State Controller's Office (SCO), Financial Information System for California (FI\$Cal) Project, SCO Project Management Office (PMO), Test Oversight and Technical Production Support Lead (Data Processing Manager III), the Senior Information Systems Analyst (Supervisor) (SISA) is a technical expert and supervisor on the SCO PMO/Testing Team. The SISA has detailed knowledge of software testing and quality assurance methods. The SISA collaborates with business and technical leads to document test plans and monitors implementation of test plans, conducts quality assurance reviews and produces metrics and reports for leadership on the progress and quality of testing; additionally, the SISA is responsible for SCO SharePoint sites and oversees and reports on the 2017 Release Project Schedule.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- The SISA will collaborate with project executives, advisors, and business and technical leads to determine and document test approaches. The incumbent will provide oversight to the Project Management/Testing unit regarding test planning, preparation and execution activities for various types of testing, including, but not limited to, functional, interface and conversion, and user acceptance testing.
- Analyze, and conduct quality assurance of test plans and test documentation, including system and process diagrams, test conditions and scenarios, test scripts, test data, expected outcomes and test results to improve quality and usability.
- The incumbent will establish methods to measure and report testing progress and develop dashboards to support management reporting as well as provide



communication and written status reports on test activities and progress. The SISA will attend testing status meetings and monitor test defects and risks and issues, and report findings to management.

- Effectively use Microsoft Office - Visio, Excel, Word, PowerPoint and Outlook to produce deliverables and work products. Review and recommend updates to the 2017 Release Project Schedule and conduct project management activities to support SCO.
- Develop and implement accurate communications that report the project's status to various stakeholder groups from Executive management to system end users. Assist staff in applying standards and best practices to documentation and communications.
- The SISA will produce training, support materials and communications for staff to assure quality in test documentation and in the execution and monitoring of testing. Lead development and maintenance of the SCO FI\$Cal SharePoint sites. Collaborate with the Information Systems Division technical resources, research solutions, draft recommendations, obtain sponsor approvals, and implement new functionality and content to keep sites relevant and up-to-date.
- Attend SCO and FI\$Cal Project meetings and training. Establish goals for staff development; evaluate training needs; develop knowledge transfer plans and monitor progress; and provide progressive discipline. Orient team members to project methodologies, approaches, procedures, policies, templates, and tools, and effectively monitor their use. Ensure SCO PMO staff and resources are aligned with the project priorities, expected outcomes, completion dates, and performance baselines. Participate in recruitment and hiring efforts. Travel between locations to meet with subject matter experts or management staff as required. Conduct quality assurance and quality control on all tasks.

Desirable Qualifications:

- Knowledge of principles of information technology system development life cycle methodologies and tools, and testing standards, tools and techniques.
- Ability to work under pressure, manage multiple priorities, meet deadlines and make decisions.
- Ability to work independently on projects and assignments without close supervision or detailed instructions to achieve intended results.
- Demonstrated leadership skills including the ability to promote trust and credibility with staff, management, customers and peers.
- Proficiency with Microsoft Excel and SharePoint.
- Strong organizational and planning skills including the ability to multi-task and adjust to changing priorities.
- Strong communication skills.
- Strong analytical skills.