

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

CAC-16-07

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY California Arts Council	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED - Sacramento	CLASS TITLE Assoc. Programmer Analyst Specialist
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO California Arts Council
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 352-431-1579-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Deputy Director, the Associate Programmer Analyst (APA) (Specialist) performs a variety of tasks related to the development and maintenance of essential databases, provides general IT support, and is responsible for the agency's network administration.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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All work to be accomplished in accordance with guidelines of the California Arts Council (CAC), the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA) and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.), Bargaining Unit Agreements, Department of Finance (DOF), State Controller's Office (SCO), utilizing a personal computer, related software applications, verbal and written communications and various office and communication equipment.

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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35%	<p>Agency Mission/Goals: The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.</p> <p>The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.</p> <p>Position Description: The APA (Specialist) has primary responsibility for databases, general IT support, and network administration.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to facilitate the maintenance of databases and the distribution of related correspondence, the Specialist needs to be able to:</p> <ul style="list-style-type: none"> • Develop and maintain computer programs such as Arts in Corrections Attendance application, Contacts Resource Management System, and Content Management System used with agency website, using programming languages, such as HTML, PHP, JavaScript, CSS, and MySQL. • Enhance and maintain agency contacts database in Access through application intake on Westaf—GoGrants. • Generate grants award letters, and other mass correspondence using databases such as, Westaf, Microsoft Access, and MySQL, for printing grant forms in MS Word mail merge. • Perform queries in databases based on time, location, programs, districts, and other criteria as requested by staff.
35%	<p>In order to ensure the agency's IT needs are met in an efficient manner, the Specialist:</p> <ul style="list-style-type: none"> • Serves as a webmaster and administers email system. • Oversees implementation of new systems, such as the upcoming migration from Gmail to the State's California Cloud Email System (CCES). • Installs and maintains computer hardware and software. • Maintains property records of IT equipment. • Processes surplus equipment. • Serves as Chief Information Officer (CIO) and Information Security Officer (ISO), responsible for security of network and IT equipment and creates reports for the State CIO's office. • Generates requisitions for IT equipment. • Assists agency staff with computer, network, software/hardware, and related problems. • Responsible for phone system, including voicemail. Administrates the directory

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	<p>for the State Telephone Directory.</p> <ul style="list-style-type: none"> • Administrates the directory for the State Telephone Directory. • Supports webinar, panels, and any other activities requiring IT support upon request. <p>In order to ensure the quality and effectiveness of the agency's network, the Specialist:</p> <ul style="list-style-type: none"> • Manages the Active Directory to manage accounts, reset passwords. • Utilizes Server 2012 to manage server and connections. • Manages backups using Carbonite and Windows Backup. <p>10% Performs other duties, such as ensuring the agency's web presence adequately meets or exceeds visitors' expectations, the Specialist is responsible for website maintenance through the use of program languages, HTML, PHP, JavaScript, CSS, and MySQL.</p> <p>Knowledge and Abilities</p> <p>Knowledge of: Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing; statistical methods; principles of public administration, organization, and management; and principles of personnel management.</p> <p>Ability to: Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively; and prepare effective reports.</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. <p>Personal Characteristics</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to lead and participate in teams. • Ability to provide objective overview of situations. • Willingness to accept challenges, handle multiple projects simultaneously. • Ability to effectively handle stress and deadlines. • Use diplomacy and be resourceful. <p>Work, Environment, Physical and Mental Abilities</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers, and general office and communication equipment. • Occasional use of cell phone, pagers and laptop computers. • Frequent use of a personal computer, related software applications and the Internet at a workstation. • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manual, solicitation documents, etc.

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	<p>Desirable Qualifications:</p> <ul style="list-style-type: none">• Ability to respond and prioritize a variety IT tasks, as the only IT personnel in the agency.• Experience in the installation, configuration, modification, upgrade, maintenance and troubleshooting of standard hardware and software.• Knowledge of basic programming principles, and experience in developing applications and website maintenance.• Experience in troubleshooting network connectivity problems.• Experience in desktop/laptop set up, and deploying new and upgraded equipment.• Experience in documenting IT procedures and work instructions.• Experience in supporting wireless devices including Android, iOS based phones.• Experience working on network equipment (e.g., routers, switches) and providing network connectivity to the servers and equipment within the agency.• Ability to document procedures and prepare reports as required by agency and state regulatory agencies.