

<b>DIVISION</b> Financial Assistance	<b>UNIT</b> CAPES, Reports & Monitoring Unit	<b>POSITION NUMBER</b> 401-207-8962-023	<b>CLASSIFICATION</b> Housing and Community Development Representative II
<b>LOCATION</b> Sacramento Headquarters		<b>WORKING TITLE</b> AMC CAPES Support Rep II	<b>EFFECTIVE DATE</b>
<b>SUPERVISOR NAME</b> Coral Gaines		<b>TITLE</b> Housing and Community Development Manager I	<b>INCUMBENT</b>

**General Statement:** Under the general direction of the Housing and Community Development Manager I in the CAPES Support Unit (CSU), the incumbent independently provides staff, management, program and cross division support for the Divisions Consolidated Automated Program Enterprise System (CAPES) database.

<b>% of Time</b>	<b>DESCRIPTION OF DUTIES</b>
35%	<p><b>Essential Functions:</b>  Provides the more complex and difficult analysis of CAPES user issues and makes recommendations to the Manager, and Section Chief related to issue prioritization and resolution. The issues may include database changes, system “bugs”, user support, system enhancements, policies, business rules and processes, data clean up, reports and training. The incumbent may be assigned to one or more specialty’s including trouble shooting CAPES issues, developing ad hoc and management Reports, cleanup and reconciliation of CAPES, oversee CAPES enhancements.</p>
20%	<p>Analyzes and responds to complex user reporting requests. Develops and refines reports via the Crystal Reports application which is designed to generate reports using CAPES data and posts reports to Business Objects System (BOS). Works with users to complete reports via Crystal reports that meet Program’s business needs.</p>
20%	<p>Provides hands on software support to all CAPES users including ongoing and new user training. In coordination with others, analyses and develops the CAPES user manual and other documents related to documentation of CAPES business process, policies, rules and data clean up. Prepare, review, and provide management reports to assist with cleanup and integrity of Data within CAPES.</p>
20%	<p>Acts as a subject matter expert for system enhancements, policies, business rules and processes related to CAPES use. The Rep will assist Information Technology in documenting program requirements and system modifications CAPES enhancements and updates. Develops the more intricate training materials. Plans, coordinates and executes CAPES user training Classes. Prepares training materials for Crystal Reports and BOS.</p>
5%	<p><b>Marginal Functions:</b>  Analyses, provides input, and participates in the development and production of the CAPES Strategic Plan. Other related duties as required.</p>
	<p><b>Physical Requirements:</b> The position requires the ability to sit for periods of up to</p>

% of Time	DESCRIPTION OF DUTIES
	<p>four hours, stand for periods of up to four hours, work on a computer for periods of up to four hours, read for periods of up to four hours, and hear for periods of up to four hours.</p> <p><b>Working Conditions:</b> The incumbent will work at an open modular workstation in air-conditioned high-rise office building.</p> <p><b>Supervision Received:</b> The incumbent receives specific assignments and supervision from CAPES Unit Manager I and/or the Section Chief.</p> <p><b>Supervision Exercised:</b> In some instances, the incumbent may act as a journey level analyst with no direct supervision given. The incumbent may provide recommendations or advice to the CAPES Unit Manager I and/or the Section Chief concerning staff training and necessary improvements.</p> <p><b>Administrative Responsibilities:</b> The incumbent provides input into policy decisions affecting all areas of Division programs and operations.</p> <p><b>Personal Contacts:</b> The incumbent confers regularly with other HCD management and staff.</p> <p><b>Consequence of Action:</b> The actions of the incumbent have a direct bearing on the success of the Department's database, housing programs, protection of state security and sponsor compliance with the provisions of law.</p> <p><b>Other Information:</b> None.</p>

<p><b>EMPLOYEE STATEMENT</b></p> <p>I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation. I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.</p> <p><b>Employee Signature:</b> _____ <b>Date:</b> _____</p>
<p><b>SUPERVISOR STATEMENT</b></p> <p>I certify that I have discussed the duties and responsibilities of the position with the employee.</p> <p><b>Supervisors Signature:</b> _____ <b>Date:</b> _____</p>