

Duty Statement

Classification: Information Technology Specialist I	
Working Title: Software Developer	
Program: Enterprise Technology Services	
Division: Business Operations Technology Services	Branch: Enterprise Business Solutions Branch
Section: Behavioral Health Administrative Application	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 802-352-1402-044
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 4 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: N/A
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary: Under the broad administrative and policy direction of the Behavioral Health Administrative Application (BHAA) Section Manager, an Information Technology Manager I, the Information Technology Specialist (ITS) I, Software Developer, will work amongst a technical team to develop, migrate and support both web and cloud native applications for the Department of Health Care Services (DHCS). This individual is expected to actively collaborate with the other teams to identify the most effective and efficient methods for delivering technical services that meet business needs.</p> <p><i>The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	
<p>Description of Duties: The IT Specialist I is responsible for the providing technical advice to DHCS program areas in the development, maintenance, and operations of web-based applications. This role requires the ability to decouple monolithic applications into micro services, which provides DHCS with greater flexibility to respond to the evolving needs of its customers. This individual will effectively develop technology solutions that strategically align to DHCS business vision. Coordinate with all levels of BHAA staff, ability to maintain effective working relationships with project team members, vendors, and personnel from federal, state, and local government agencies. Must be able to communicate effectively, orally and in writing.</p>	

% Of Time	Essential Functions
45% Of Time	<p>A1. Independently and with other BHAA staff, works on complex development efforts performing various phases of the SDLC (systems analysis, design, programming, testing, deployments, and production maintenance). Develops system design and the most complex applications using MS SQL database, Object Oriented technology including but not limited to ASP.NET MVC, C#, VB.NET and .NET core. Works as a technical specialist to ensure cloud strategies and implementation align with the business priorities. Build and maintains cloud applications for DHCS. Deliver the most efficient, scalable, reliable, and cost-effective technical solutions. Serves as the software developer, focused on application development and Continuous Integration and Continuous Deployment (CI/CD), allowing DHCS to respond quickly to changing customer requirements. Effectively uses .Net Core, Cloud Storage and Providers, Application Programming Interfaces (API), Containers, MS SQL Server, PostgreSQL, Relational Database Service (RDS) and other DHCS standard tools. Ensures solutions are designed to comply with security regulations, data management policies, and meeting DHCS standards.</p> <p>B1. Works in a team or independently as a technical specialist on large IT systems and software. Conducts ongoing communication and analysis in the support of critical modules for DHCS and coordinates programming activities. Keeps other staff abreast of project status and demonstrates leadership in identifying new issues and business opportunities, and in assisting management with the more complex issues. Proposes technical solutions to meet the scope of the customer's business needs.</p> <p>C1. Coordinate with all levels of BHAA staff, ability to maintain effective working relationships with project team members, vendors, and personnel from federal, state, and local government agencies. Must be able to communicate effectively, orally and in writing.</p>
25% Of Time	<p>A2. Assists in the development of high level and detailed work plans to be presented to management and staff. Utilizes concepts such as portability and scalability to design, implement, and evaluate long-term complex IT systems. Develops and maintains skills for a variety of programming languages and operating systems. Keeps management and other staff abreast of project status and communicates effectively, both orally and in writing with subordinates, peers, clients, and customers at all levels.</p> <p>B2. Develop complex system designs, specifications, and documentation to implement complex solutions of DHCS server and security standards and architecture.</p>
25% Of Time	<p>A3. Identifies, evaluates, and tests new cloud technologies and services in proofs of concepts, and reports out findings and recommendations to BHAA and ETS stakeholders. Actively participates in, and contributes to, team discussions and planning. Keeps pace with new technological advances in application development and information/cloud technologies and cloud frameworks. Assess and analyze business and system requirements for the more complex and highly secure application systems. Develops concept papers, plans, schedules, standards, and policies for medium to large-scale projects with department-wide impact. Provides technical consultation and support to other programs that have similar systems. Meets with other technical staff and management in scheduling resources, develops timelines and resolves issues. Prepares documentation, proposals, and justifications such as, procurement documents, technical specifications, and server builds. Maintains the standard configurations and makes changes in response to new products or security initiatives.</p>
	Marginal Functions

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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