

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 26500	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Custom Application Solutions (CAS)	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00 a.m.-5:00 p.m.	POSITION NUMBER 306-072-1414-019	CBID R01
CLASS TITLE Information Technology Specialist II	WORKING TITLE Application Solutions Architect	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under general direction of the Information Technology (IT) Manager I, in the DGS Enterprise Technology Solutions (ETS) in the Custom Application Solutions (CAS) section, within the System Engineering, Software Engineering and Information Technology Project Management domains, the IT Specialist II serves as the principal architect and technical lead, responsible for overseeing the design process for integrating applications in our existing systems with the Cloud in support of the department's application migration to the Cloud. This position involves access to confidential investigation materials, access to confidential and mission critical IT assets, and participation in security incident handling from identification/investigation to containment and eradication, then recovery and documenting lessons learned.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

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 Form 700 within 30 days of appointment.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	Provides expert knowledge and technical leadership using Application Program Interface (API) in the design of system application architecture utilizing agile methodology, and DevOps, in order to analyze business requirements, and plan cloud migration time lines by collaborating with other system administrators, software developers, architects, testers, analyst, and ETS executive management to ensure the stability and data integrity of the system meets DGS and its stakeholders' business operational requirements.
30%	Oversees and facilitates project planning, design, and development sessions; monitors, identifies, analyzes, reports and recommends complex software solutions regarding design, cost, infrastructure upgrades, and enhancements by applying approved project management methodologies in order to deliver robust business solutions and ensure installations, and upgrades are properly designed, installed, implemented and maintained in compliance with state standards and regulations to ensure ETS' strategic objectives are met.
20%	Creates, enhances, and reviews software codes, and develops and maintains IT software solutions by constructing and augmenting various programming languages including Team Foundation Server (TFS), Visual Studio, MS SQL, Containerization, MicroServices Architecture, Azure Kubernetes

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	Services, and Azure DevOps in order to meet department requirements and expectations, with regards to efficiency and effectiveness, and to ensure a secure reliable technology environment, adhering to DGS standards and policies.
15%	Implements and supports complex enhancement requests, and incident resolution by resolving application defects, technical challenges, and impediments in alignment with infrastructure direction in order to identify areas of concern utilizing Solution Architect framework tools like conceptual Solution Architectural Model, Logical Data Model, Logical Technology Model etc, to ensure accessibility and connectivity on multiple platforms is stabilized enterprise wide.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Attends educational workshops, networking with other IT personnel and vendors by participating in information technology organization forums, in order to maintain knowledge of industry trends and practices, and enhance technical knowledge of subordinate staff through training, and to ensure the sustainability of ETS and the CAS section.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

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.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED