STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
App Services IT Specialist I

Division and/or Subdivision
Information Technology Services

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Location of Headquarters
Sacramento

Class Title of Position
Information Technology Specialist I

Position Number
541-021-1402-047

Effective Date
January 31, 2018

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under direction of the Information Technology Supervisor II, the incumbent will work independently, in a team, or in a lead capacity on complex applications and/or information technology systems, and is responsible for planning, designing and implementing Information Technology projects. The incumbent will perform the following duties:
50%	Application Design and Development: * Perform design and development of departmental Internet Content Management System (CMS) application using Microsoft ASP.NET MVC and Oracle DBMS in order to satisfy complex and critical business needs. * Identify and resolve problems and issues related to CMS applications and perform systems maintenance in order to ensure continued proper operation. * Assist in the development and maintenance of C# software applications (Windows and/or Web based) in order to provide coverage for operational needs. * Collaborate with other software developers, business analysts and software architects to plan, design, test, and maintain business applications. * Participate in the peer-review of solution designs and related code to improve overall code quality.
30%	Systems Documentation * Assist in the collection and documentation of user requirements, developing user stories, estimates and work plans. * Establish and maintain cooperative working relationships with stakeholders, peers, and end users.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
App Services IT Specialist I

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	Project Management * Provide and update information in order to create and maintain management plans to efficiently communicate the project goals and expectations with the stakeholders, project sponsor, and team. * Produce status reports to communicate the project status, project, and issues with the stakeholders, project sponsor and team.
5%	Management Assistance Provide guidance and assistance to IT management as needed to evaluate application development tools and identify new technology for possible adoption. Explore and evaluate complex, critical and sensitive application issues to assist management in resolving such issues.

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