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|  | | Current Proposed | | |
| STATE OF CALIFORNIA  California Victim Compensation Board  Rev. 09/17 | |  | | |
| **DUTY STATEMENT** | | | | |
| EMPLOYEE | | | RPA NUMBER  18-094 | |
| VACANT | | |
| POSITION NUMBER | CLASSIFICATION | | WORKING TITLE | |
| 040-410-1401-003 | Information Technology Assoc. | | Programmer | |
| DIVISION | BRANCH | | CBID | WWG |
| Information Technology Division | Application Development Branch | | R01 | 2 |
| WORK DAYS | WORK HOURS | | TENURE | TIME BASE |
| Monday – Friday | Supervisor Discretion | | Permanent | Full-time |
| **CONFLICT OF INTEREST CLASSIFICATION** | | | | |
| This position is designated under the Conflict of Interest Code and 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. | | | | |
| Conflict of Interest Classification?  Yes  No | | | | |
| **DEPARTMENT OVERVIEW** | | | | |
| The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.  Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. | | | | |
| **EMPLOYEE ACKNOWLEDGEMENT** | | | | |
| I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights). | | | | |
| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | | DATE | |
| Vacant |  | |  | |
| **SUPERVISOR ACKNOWLEDGEMENT** | | | | |
| I certify this duty statement represents current and 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’S NAME (Print) | SUPERVISOR’S SIGNATURE | | DATE | |
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| STATE OF CALIFORNIA California Victim Compensation Board  **DUTY STATEMENT**  (REV. 09/17) **RPA 18-094** | |
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| **GENERAL STATEMENT** | |
| Under the general supervision of the Information Technology Manager I, the Information Technology Associate, is responsible for providing technical assistance to stakeholders for the design, development, documentation, implementation, and maintenance of application systems. This position will primarily function within the Software Engineering domain. | |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | The performance of duties is accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. |
| 35%  30%  25%  5% | **ESSENTIAL FUNCTIONS:**  Provide on-going support and technical assistance for: the development and modification of application systems, concept exploration, requirements definition, planning, design, development, testing, and implementation. Participate in the design and development of operational procedures, interfaces, and other system software. Provide solution and process knowledge in support of system design, process reengineering, and development. This includes high-level solution design, detailed system design, logical data model, database design, interface design, and business process impact.  Collaborate closely with other developers, technical subject matter experts including database administrators, network engineers, information security staff, and server administrators to ensure systems are secure and meet compliance requirements. Provide technical support for projects. Contribute to the design of software solutions. Identify issues, recommend actions, and prepare responses. Responsible for core documentation including design and technical reports, plans, testing activities, and resource projections.  Works with team to develop applications and perform unit, functional and integration testing. Identify resources to meet application needs. Participate in project budget and schedule development and management. Provide pre and post implementation planning and support. Identify issues; evaluate resources, establish goals and objectives. Contribute to the development and implementation of policies, processes, procedures and standards related to application development processes. Maintain knowledge and expertise in statewide technology initiatives and policies, as well as industry standards and best practices. Establish and follow processes for release to production and develop scripts to automate routine administration tasks. Analyze application performance and identify areas of improvement, provide options and technical recommendations, optimize system performance, resource usage, and management overhead.  Participate in the establishment and implementation of CalVCB standards and procedures as well as reporting and compliance activities. Other duties as assigned. | |
| **DESIRABLE QUALIFICATIONS** | | |
| * Proficiency in writing code using industry standard languages such as HTML, JavaScript, .NET framework and Microsoft development tools (Visual Studio, SQL Server, and Team Foundation Server). * Industry best practices and standards for developing and maintaining applications for networked PC’s, internet/intranet, cloud based systems, web services, and database servers. * Experience monitoring and optimizing application systems. * Knowledge of functional and technical requirements and system design concepts. * Exposure to application and database design best practices, industry standards, concepts, practices, methods, principles, including ETL and migration functions. * Familiarity with project management practices. * Application languages and technical toolsets used to meet the needs of the CalVCB. * The role and responsibility of various sections within an IT organization. * The role and responsibility of various State control agencies. | | |
| **PERSONAL CHARACTERISTICS and EXPECTATIONS** | | |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact. * Ability to effectively handle stress and deadlines in a fast-paced work environment. * Ability to problem-solve and use critical and creative thinking to effectively perform work. * Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels. * Communicate successfully in a diverse community as well as with individuals from varied backgrounds. * Understand, follow and enforce all safety rules and procedures. * Be supportive of management and coworkers. * Maintain the confidence and cooperation of others. * Ensure deadlines are met. * Manage multiple & changing priorities. * Maintain acceptable, consistent, and regular attendance. * Develop and maintain knowledge and skill related to the job. * Complete assignments in a timely and efficient manner. | | |
| **PHYSICAL ABILITIES** | | |
| * Typical work requires prolonged sitting using a computer and telephone. * Common eye, hand, and finger dexterity is required for most essential functions. * Grasping and making repetitive hand movements in the performance of daily duties. * Some carrying/moving of objects up to thirty pounds. | | |