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|  | | Current Proposed | | |
| STATE OF CALIFORNIA  California Victim Compensation Board  Rev. 09/17 | |  | | |
| **DUTY STATEMENT** | | | | |
| EMPLOYEE | | | RPA NUMBER / JOB CONTROL #  19-011 / 120757 | |
| VACANT | | |
| POSITION NUMBER | CLASSIFICATION | | WORKING TITLE | |
| 040-410-1402-019 | Information Technology Spec. I | | Senior Programmer | |
| DIVISION | BRANCH | | CBID | WWG |
| Information Technology Division | Application Development Section | | R01 | E |
| 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 | |
|  |  | |  | |
| **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 | |
| Thomas Jacob |  | |  | |

| STATE OF CALIFORNIA California Victim Compensation Board  **DUTY STATEMENT**  (REV. 09/17) **RPA 19-011** | |
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| **GENERAL STATEMENT** | |
| Under the general supervision of the Information Technology Manager I, the Information Technology Specialist I, serves as a lead developer to support and develop enhancements for custom web-based systems that support the Victim Compensation Program. These applications are mission-critical, multi-tiered, object-oriented and highly secured. This position will primarily function within the Software Engineering domain. | |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. |
| 50%  20%  20%  10% | The Information Technology Specialist I is considered journey level staff and is expected to display high-level knowledge while performing application development activities and, as necessary, production support. The incumbent will act as a lead technical specialist, as well as a technical advisor to management, project staff, and clients.  **ESSENTIAL FUNCTIONS:**  **Application Development**  Responsible for executing the design, development, testing, deployment, and maintenance of complex systems, including the Compensation and Restitution System (Cares2), the Court Ordered Debt (COD) system, and other custom developed applications. Engages with VCB and contractor staff to successfully integrate and implement systems. Performs application design, which includes contributing to detailed system design, logical data model, and interface design. Works with various ITD staff and contractors to conduct system testing, performance testing, regression testing, and smoke testing. Provides pre and post implementation planning and support. Identifies issues, evaluates resources, objectives, action steps, and time frames for meeting program goals. Technical toolset includes Microsoft TFS, Visual Studio, VB.NET, ASP.NET, SQL, and XML. Knowledge of HTML, Java, and SQL programming would be helpful.  **Team Leadership**  Mentor team members engaged in application development. Participate in code reviews, test plan development, and other aspects of the development life cycle. Ensure adherence to standards. Identify individual or project problem areas. Prepare change management requests, provide status reports, review project updates from other technical staff, and communicate project updates.  **Application Documentation**  Application enhancements design, including as-is and to-be diagrams and specifications. Maintenance of functional and technical specifications. Development of technical documentation using code commenting, diagramming, and technical writing as required.  **Technical Evaluation and Consulting**  Research new and emerging development technologies. Formulate technical recommendations based on alternative technology solutions studies. Consult with vendors and other technical experts to perform research and analysis. | |
| **DESIRABLE QUALIFICATIONS** | | |
| **Experience with the following:**   * Experience writing code using industry standard languages such as .NET framework, HTML, JavaScript, VB, T-SQL, XML and Microsoft development tools (Visual Studio, Team Foundation server, and SQL server). * Industry best practices and standards, such as IEEE, for developing and maintaining applications for networked PCs, internet/intranet, cloud based systems, web services, and local database servers. * IT project management best practices and project management tools, techniques, and methodologies. * Development of functional requirements using system development life cycle (SDLC) best practices. * Experience with data migration using SSIS or SQL Scripts. * Ability to problem-solve and use critical and creative thinking to effectively perform work as part of a team or individually. * Interact successfully in a team environment. * Project management concepts, terms, and methodologies. * Technical report writing, research, and analysis. * Experience optimizing application systems. * Knowledge of functional and technical requirements and system design concepts. * Identify skill sets and resources needed to complete a task. * View and describe technical situations from a business perspective. * Apply concepts such as portability, scalability and sustainability in designing and implementing complex information technology systems. * Work under pressure and manage multiple assignments. * Influence, motivate, persuade, and lead individuals or groups. | | |
| **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. * Adapt to changing priorities to ensure deadlines are met. * 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. | | |