

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
INFORMATION TECHNOLOGY DIVISION  
DEVELOPMENT/DATA SERVICES BRANCH  
WEB & APPLICATION SYSTEMS SUPPORT SECTION**

**DUTY STATEMENT****JOB TITLE:** Information Technology Specialist I**POSITION #:** 472-013-1402-001**WORKING TITLE:** Application Developer**EMPLOYEE:** VACANT

**POSITION DESCRIPTION:** Under the general supervision of the Information Technology Supervisor II, the Information Technology Specialist I is a member of the application development team and is responsible for analysis, design, development, testing, implementation and maintenance of business applications. This includes developing customized reports; development and documentation of testing procedures, and maintain and support various application systems. The incumbent is responsible for providing technical support and maintenance, perform various analytical tasks, and work with business customers. The incumbent must have the ability to understand and apply information engineering, relational and object-oriented technologies, Structure Query Language (SQL), data and process models, web-based technologies, Customer Relations Management (CRM) framework, cloud environments, and mobile technology.

The Information Technology Specialist I must have the ability to learn new concepts, understand system to system relationships and interfaces and maintain cooperative working relationships with business partners and the development team to identify goals and objectives. The incumbent must possess strong organizational, analytical, and verbal/written communication skills; works both independently and in a team environment, participate in meetings, provide status reports, and completes work assignments in an effective, accurate, and timely manner. The incumbent must keep up with current and industry trends, standards and practices related to web application development.

**SUPERVISION EXERCISED:** N/A**SUPERVISION RECEIVED:** Information Technology Supervisor II

<b>DOMAINS:</b> Business Technology Management:	basic skills
Client Services:	moderate skills
Information Security Engineering:	moderate skills
IT Project Management:	basic skills
Software Engineering:	critical skills
System Engineering:	critical skills

**EXAMPLE OF DUTIES:**Essential Job Functions:

35% Oversee and participate in new application development and maintenance of existing applications. Assist in evaluation of current computer systems including compatibility for conversion. Troubleshoot complex programming and systems issues; correct or repair issues as requested.

- 25% Design, develop, test, implement and maintain complex web applications and integrate new systems with existing technical resources that meets the business and functional needs of the department. Prepare and test applications for moving into the cloud environment. Determine best technology solution to eliminate manual and/or repetitive tasks for business customers using best application development practices.
- 15% Provide technical support, solutions and guidance to IT and business customers on development, implementation and maintenance of existing client-server and web applications, long-term IT application systems, cloud environment, web, mobile and database configuration management, and other issues associated with application development.
- 15% Research innovation information technology solutions for the implementation of business needs. Resolve complex problems for web applications and systems. Use advanced software debugging techniques, determine and develop solutions, code, test, document, and install revised and new applications in response to problems and business customer needs.

**Marginal Job Functions:**

- 5% Install & maintain web server and upgrade server and application code as needed to maintain maximum levels of functionality, availability and security. Provide backup to DBA for SQL servers that include monitoring, performance, tuning, backup and restore.
- 5% Complete other required duties within the scope of this position. Provide backup relief to application developers in their absence.

**WORKING CONDITIONS:**

- Open-spaced partitioned offices
- Prolonged periods on a personal computer up to 90% of the time
- Occasional required to move or transport objects weighing up to 25 pounds
- May require 24x7 on-call support responsibility as well as weekend support
- Occasional travel up to 10% for overnight or day trips

**DESIRABLE SKILLS AND EXPERIENCE:**

- HTML, HTML5, CSS, .PHP, .Net, VB, JavaScript, JQuery, and other programming/scripting language related to web applications
- Cloud computing and mobility
- Knowledge of windows servers (IIS and Apache)
- Knowledge of XML. Ability to create XML schemas, XML Data loading
- Distributed version control (Git)
- SQL, MySQL, DB2, MS Access, and other database management systems.
- Batch Scripting (e.g., SQL, DOS, PowerShell)
- Familiar with building hybrid applications and moving into a cloud environments
- Working knowledge of Customer Relation Management: SugarCRM, Salesforce
- Development in Mobile Technology
- Integrated Development Environment: Zend Studio, MS Visual Studio, Dreamweaver CS5/CS6

- LDAP in Microsoft Windows Active Directory
- Working knowledge Software Development Life Cycle
- Knowledge of Federal Section 508 and State Accessibility Guidelines
- Experience with object-oriented design principles, patterns and best practices.
- Demonstrated ability to produce clean, well-designed code
- Demonstrated ability to work in a multiple platform environment

**CERTIFICATION OR LICENSE:** n/a

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\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.