

**DUTY STATEMENT**

TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)

18-184

PROPOSED

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 3/18/2019	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I		E. POSITION WORKING TITLE Information Technology Specialist II
F. CURRENT POSITION NUMBER 695-540-1402-006		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-540-1414-xxx
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Innovation/Internal IT Services/Statewide Innovation/Web Services/GIS & Open Data – Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Vacant, Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY, 8:00 AM – 5:00 PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management      <input type="checkbox"/> IT Project Management      <input type="checkbox"/> Client Services  <input type="checkbox"/> Information Security Engineering      <input checked="" type="checkbox"/> Software Engineering      <input type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>The California Department of Technology's (CDT) Geographic Information Systems (GIS) and Open Data program falls within Statewide Innovation/Web Services, which is responsible for developing and supporting statewide web based services and solutions and for the development and operation of numerous websites and web-based applications ranging from the CDT's website to the State's home page (ca.gov). GIS and Open Data is responsible for the development and maintenance of the State web template and providing guidance and expertise on a broad range of statewide web policies and web based tools.</p> <p>The Information Technology Specialist II (IT Spec II) works under the general direction of the Information Technology Manager I (IT Mgr I) and will work directly with other staff and management including staff of other agencies and departments. The IT Spec II works at a highly skilled level involving complex technology, a subsystem of business applications or work on integration projects, and typically requires an unusual depth of understanding in a singular technology or a good understanding of multiple technologies. The IT Spec II will also lead teams of other Information Technology (IT) professionals as needed.</p> <p>The work environment often operates at a fast pace where demands require managing multiple high priorities simultaneously, each with tight deadlines. The nature of the work also requires the IT Spec II to be adaptable to new technologies and trends in IT and learn new skills to keep current.</p>
% of time performing duties 40%	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p><b>Web Development:</b> Work as a highly skilled, lead software engineer in developing web applications:</p> <ul style="list-style-type: none"> <li>• Write code in multiple languages.</li> <li>• Support the extractions, transformations, and loadings (ETL) of internal and external datasets/files.</li> <li>• Plan, architect, design, and prototype web applications.</li> </ul>

- Recommend the best technologies and approach for a technical solution in accordance with CDT's strategic plan and emerging technologies/industry trends.
- Write well designed, testable, efficient code by using best software development practices.
- Integrate data from various back-end services and databases.
- Facilitate regular code review with peers to adhere to standards and maximize reuse.
- Gather and refine specifications and requirements based on both business and technical need.
- Develop and maintain documentation for assigned web services and technologies.
- Build wireframe mockups and site process flow.

30%

**Open Data:**

- Build and test Application Program Interfaces (APIs) for data exchange.
- Coordinate open government data effort including how the public consumes state data products.
- Ensure data is available, reliable, consistent, accessible, secure, and timely
- Continuously broker access through the Open Data Portal.
- Advise management of the constant rate of change and innovation of the open data architecture and platform.
- Oversee API development, metadata standards, and compatibility with emerging web data standards.
- Reach out to industry, academics, other branches of government, and the public to promote Agency data and data services.
- Act as the subject matter expert in the development of policies for Open Data.

15%

**Geospatial Information Systems (GIS):**

- Develop, edit, and maintain geospatial datasets and repositories.
- Design, develop, and maintain GIS application software to support business process automation.
- Create and maintain web map applications published via ArcGIS.
- Ensure integrity, accuracy, reliability, and security for GIS applications systems.
- Oversee design and maintenance of accepted GIS operating standards.
- Act as subject matter expert in the development of policies for GIS.

10%

**Web Application, GIS and Open Data:**

- Provide software development in support of CDT's customer web applications, services, content management systems, and projects.
- Plan, schedule, and coordinate projects for external and internal customer web development/and data analytics projects.
- Design data analytics solutions based on business requirements, service offering, programming development, standard templates, Software Development Life Cycle (SDLC) methodologies, and APIs.
- Provide data analysis and data analytics expertise in support of CDT Services and statewide web solutions development.

**Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)**

Marginal functions include:

- Attend formal and informal training as directed by management.
- Attend and actively participate in meetings as required by management.
- Other related duties as needed.

**Work Environment Requirements**

- During state emergencies or activation by the California Office of Emergency Services, incumbents may be asked to work extended hours, 12 hour shifts, and/or off site and occasionally out of town.
- May occasionally be required to work some weekends.
- May occasionally be required to work outside of normal business hours.
- May be required to carry and use a cell phone or mobile device.
- May occasionally be required to travel between Rancho Cordova and Sacramento.

% of time performing duties  
5%

**Allocation Factors (Complete each of the following factors.)**

**Supervision Received:**

The IT Spec II receives general direction from the IT Mgr I. Assignments will be general in nature, accompanied by any special constraints or requirements. Progress will be reported using periodic status reports.

**Actions and Consequences:**

The IT Spec II's work product is a direct representation of CDT's programs and service delivery, as well as the Governor's Office's initiatives to improve transparency in government. Accuracy and professionalism in the delivery of web content to the public is paramount in order to improve and sustain the communications activities and mandatory reporting processes for these critical programs. The IT Spec II must possess expert knowledge in order to make decisions, and recommendations. Poor decisions or recommendations have statewide implications and could result in significant disclosure or loss of confidential material, and the interruption of essential communication services.

**Personal Contacts:**

The IT Spec II provides leadership within CDT, and by extension, all of State service. The IT Spec II advises and consults with CDT management and executives from public and private organizations, legislators, and others working to make government information and services available via web technologies. The IT Spec II must also work cooperatively and professionally with a variety of vendors who may be utilized to develop specific reporting systems for use by these web sites.

**Administrative and Supervisory Responsibilities** (Indicate "None" if this is a non-supervisory position.)

None

**Supervision Exercised:**

None, but may act as lead or mentor project teams.

**Other Information**

**Desirable Qualifications:** (List in order of importance.)

- Knowledge of geospatial theory and analytical techniques.
- Toolkit: MS Visual Studio, DreamWeaver, VSTS, Github, SSMS, MySQL WorkBench, ArcGIS Desktop (geospatial), MS SQL geospatial
- Languages/tools: JavaScript, HTML, CSS, C#, PHP, SQL, LINQ, XML, C#, VB.Net, Fluent, IIS, SQL reporting services
- Frameworks: ASP.NET MVC, WordPress, ESRI JavaScript, Telerik, jQuery, Bootstrap, State Web Template, various mobile and accessibility platforms and standards
- Databases: MS SQL Server, MySQL, ESRI file, personal, and enterprise geodatabases.
- Server technologies: IIS, MS SQL Server, MySQL, ArcGIS Server, CKAN, DKAN, FME Server, ArcGIS Online Service Offerings, ESRI Geoportal v.2
- APIs: REST, SOAP, ASP.NET WebAPI, ArcGIS Server
- FME Work Bench (extract transform and load), FME Server ME Server
- Ability to work independently and collaboratively and manage multiple priorities while working in a fast-paced, highly visible environment.
- Possess excellent communication skills
- Ability to effectively interact with executive level management, and technical staff including the Governor's Office (GO), state webmasters, vendors, and end users.
- Provide timely and quality delivery of enterprise web content services and solutions to the GO, CDT, Office of Technology and program staff and managers.
- Be able to take independent actions and be knowledgeable of CDT's policies and procedures.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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