

DUTY STATEMENT

ASD 046 (REV. 8/2018)

 CURRENT **PROPOSED** **CURRENT & PROPOSED**

Revision Date: 3/5/2018

1. POSITION INFORMATION		
A. Position Number:	B. Classification Title:	C. CBID:
817- 431-1402-MUL	Information Technology Specialist I (ITS I)	R01
D. Division:	E. Branch/Section/Unit:	F. WWG:
Technology Services (TSD)	Applications Development & Testing/ Applications Development 1/ Development	E
G. Working Title:	H. Employee Name:	I. Effective Date:
Application Developer		Click or tap to enter a date.
2. POSITION REQUIREMENTS		
A. Special Requirements: <i>Check All That Applies</i>		
<input checked="" type="checkbox"/> Physical Requirements (Attach HSS 465-A) <input checked="" type="checkbox"/> Background Check Requirements <input type="checkbox"/> Bilingual Fluency (Non-English Language) - Specify Below <input type="checkbox"/> Other - Specify Below		
Special Requirements Description, as applicable: N/A		
B. Conflict of Interest Required (Gov. Code 37300, et seq.)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is designated under the Conflict of Interest Code. This position 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 Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.		
3. SUPERVISION		
A. Supervision Received:		
The incumbent reports directly to the Information Technology Supervisor II (IT Sup II) in the Development Unit.		
B. Supervision Exercised:		
N/A		
4. DUTIES AND RESPONSIBILITIES OF THE POSITION		
CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS		
This position requires the incumbent maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.		
GENERAL STATEMENT		
Under direction of the IT Sup II, the ITS I performs as a high-level technical specialist in the planning, developing, and implementing of technological solutions in Development Unit, Applications Development 1 Section, Application Development & Testing Branch within TSD.		

A. Percentage of Time Performing Duties	B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).
ESSENTIAL FUNCTIONS	
IT Domain: <i>Check All That Applies</i>	FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY <input checked="" type="checkbox"/> Business Technology Mgmt. <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> Information Security <input checked="" type="checkbox"/> IT Project Mgmt. <input type="checkbox"/> System Engineering
35%	<p>Perform complex comprehensive technical analysis of system enhancements and programming solutions to ensure the functionality and output within all Department of Child Support Services (DCSS) systems meet the business needs by attending grooming and other agile ceremonies. Explain the functions of each coding component within the Child Support Enforcement (CSE) application to articulate structure, interactions, and interdependencies among components by providing technical expertise in grooming and sprint planning sessions. Work with and support junior/other developers in assessing existing system functionality, identification of technology constraints, and development principles by reviewing existing code and recommending appropriate code changes to ensure quality code adheres to industry standards, methodologies, and organizational enterprise architecture.</p> <p>Develop and implement complex software solutions using Java tools to ensure business requirements are satisfied. Lead, participate in, or perform code reviews which involves preparing and reviewing the proposed code changes consistent with department established coding standards to ensure the implementation of quality code. Integrate the software units/components/modules in accordance with department established development standards and plans using unit/integration testing and departmental approved software (e.g. Java tools) to ensure the implementation of quality code.</p>
25%	<p>Engage in the Agile process by participating in team meetings and training sessions to understand design requirements, identify and resolve impediments quickly to ensure the successful planning and implementation of workload activities. Plan, estimate, and prioritize work assignments and assist junior/other team members by outlining tasks and developing timelines and schedules during sprint-cycle to meet scheduled deadlines. Create delivery tasks during sprint planning and sprint cycles to implement user stories in all DCSS systems.</p>
20%	<p>Develop and execute testing activities (e.g. unit, integration, system) using software testing tools to implement software systems that meet defined functional and non-functional requirements, features, user stories, and acceptance criteria for DCSS. Provide support to testers during various testing phases by describing code changes to ensure the integrity of the system and satisfies the business requirements.</p>
10%	<p>Collaborate with Agile team members during sprint cycles to create, update, review, and approve design artifacts to ensure system maintainability.</p>
5%	<p>Promote an environment and atmosphere of teamwork and cooperation by participating in unit activities to carry out the Department and Division's values. Discuss technical developer-related information to provide knowledge transfer about the structure, components, and interdependencies of the CSE application by participating in developer associated sessions.</p>

	Participate with fellow team members and technical staff in meetings and training sessions to learn about new technologies and acquire skills needed to successfully implement them into the CSE application.
MARGINAL FUNCTIONS	
5%	Represent and lead Applications Development 1 Section on complex special teams and projects and perform special assignments as needed to support the goals of the department.
5. WORKING ENVIRONMENT AND CONDITIONS	
Two story building, standard office modular work space. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings in designated areas. The position requires occasional travel to off-site meeting locations, conferences, or training. The work environment is fast-paced, can be demanding and/or stressful, and requires the incumbent to be flexible, use good time management practices, and effectively identify priorities to complete assignments timely. May require periodic work during non-standard hours and during weekends to meet workload needs.	
6. OTHER RESPONSIBILITIES	
A. Independence of Action and Consequences:	
Child Support Enforcement has critical timelines and political and financial ramifications. Poor participation, judgment, and decisions can adversely affect the success of the Child Support program. Failure to identify risks and issues in a timely manner could result in slippages in schedule and increased costs. Poor communication and coordination can adversely affect the Child Support program and the children of California.	
The incumbent is responsible for individual decisions and actions. As a subject matter expert, this level is responsible for actions that could have a serious detrimental effect on the operating efficiency of the undertaking or function. Consequence of error may result in loss of data, user dissatisfaction, and impact to the organization, project, or work unit, and related support units. Consequences include operational down time, loss of business continuity, and poor customer service and performance.	
B. Personal Contacts:	
The incumbent has contact with the Application Development & Testing Branch Chief, Applications Development 1 Section Manager, other DCSS or non DCSS management/staff, and vendors.	
C. Administrative Responsibilities (Supervisory/Managerial Class Only):	
N/A	
7. ACKNOWLEDGEMENTS	
A. Employee's Acknowledgement: <i>I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others. I have received a copy of the duty statement.</i>	
<i>I can perform these duties with or without reasonable accommodation:</i>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
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 notify the Reasonable Accommodation Coordinator in the Wellness and Safeguards Unit.	

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

- B. Supervisor's Acknowledgment:** *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 and provided the above-named employee a copy of this duty statement.*

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	