



## DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/09/19	
DIVISION Standards & Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-034-1402-XXX	
BUREAU/UNIT Computer Services		CLASS TITLE Information Technology Specialist I	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction of the Information Technology Supervisor II, the Information Technology Specialist I performs software analysis and development on projects of a complex nature and broad scope. Knowledge of modern dynamic Website design, ASP.NET, mobile computing, cloud technology, and Structured Query Language (SQL) is required.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	<b>ESSENTIAL FUNCTIONS</b>		
40%	Application Development – Uses Microsoft (MS) Visual Studio in a Windows Server and MS SQL environment; gathers project requirements, writes complex specifications, develops designs and prototypes; conducts testing, deploys new products; and maintains complex code modules in support of POST's .NET Web-based applications (including Electronic Data Interchange (EDI), POST Website ( <a href="http://www.post.ca.gov">http://www.post.ca.gov</a> ), Course Catalog, SharePoint Services, etc.) and legacy applications.		
30%	Mobile Application and Cloud-Based Development – Works individually and on a development team to automate several workflows by leveraging mobile technology. Streamlines police training procedures in the field by creating data collection and analysis applications with cloud-based storage backends, and interfaces to local computing assets.		
20%	Database Design and Support – Leads the development of MS SQL Server database applications, including the Peace Officer Database and custom MS SQL-based applications; leads the design of the database applications using relational database techniques to reduce data redundancy and promote data integrity; and coordinates database changes with other programmers and developers. Maintain database updates and backup processes for data recovery.		
10%	Meets with POST staff and leadership to refine and improve application needs and requirements; participates in meetings to review proposals; trains customers to properly use custom-built applications; attends weekly meetings with EDI project team.		
	<b>NON-ESSENTIAL FUNCTIONS</b>		
	N/A		

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**

**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST headquarters in West Sacramento, CA.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

**PHYSICAL ABILITIES**

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

**To be reviewed and signed by the supervisor and employee:**

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST 'S SIGNATURE	DATE
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