

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	Information Technology Specialist II
NAME OF INCUMBENT:	POSITION NUMBER:
	280-349-1414-976
SECTION/UNIT:	SUPERVISOR'S NAME:
UI Online Application Section	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Product Development Division	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology Branch	5/12/2020
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements (e.g., <i>qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): Travel is rarely required.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Security Engineering </div> <div style="width: 33%;"> <input type="checkbox"/> IT Project Management <input type="checkbox"/> Software Engineering </div> <div style="width: 33%;"> <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> System Engineering </div> </div> <p>Under the general direction of the Information Technology (IT) Manager I, the IT Specialist II works as Lead Architect in the Employment Development Department (EDD) Product Development Division to plan, strategize and lead department technical projects in support for the Unemployment Insurance Online (UIO) application, leading the team with both state and vendor staff. The incumbent is responsible for the long term and short term implementations, maintenance and operations of the UIO application, the architecture it operates within, including but not limited to, interfaces, connecting interfaces, environments, sensitive and confidential data management. The incumbent ensures the EDD customer needs are met, that systems are high quality, efficient, and maintained in Service Level Agreements (SLA) compliance with the Division standards for documentation and performance.</p> <p>The incumbent is responsible for troubleshooting critical component and interface transactional failures. This position performs a complex technical tasks and activities for the UIO system including, but not limited to, environment support, build deployments, source code management and version</p>	

control, support for production and non-production environments using triaging, monitoring production batch processes, external interface file transfers and data validation. This technical role also supports UIO interfaces, such as BizTalk, Service Oriented Architecture, Web services, SQL Server Integration Services, and other interfaces as required.

Percentage of Duties	Essential Functions
40%	Incumbent provides mastery of technical level knowledge, leadership and direction to operations teams on large, complex sized new and enhancement projects with teams including support staff, developers, and customers from within and outside of our IT organization.
30%	Responsible for designing modern application integration architectures, including development products, integration, security and implementation architectures, functional specifications, application testing, and production migration for the department's business applications. Architects and supports the evaluation and testing of hardware and software for the server/client infrastructure and systems.
15%	Demonstrates mastery of technical expertise for business rules framework, exception and logging management modules, and systems session and caching management. Responds to more complex escalated Enterprise break/fix server and client problems.
10%	Leads in designing, maintaining strategies, principles, procedures and implementing operational support systems to ensure that the department's business application delivery systems meet or exceed defined SLA.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other:

Type of environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with customers:

☐ Required to work in the lobby ☐ Required to work at a public counter
☐ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION

Supervision Exercised: None

6. SIGNATURES

Civil Service Classification
Information Technology Specialist II

Position Number
280-349-1414-976

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	JL	5/12/2020

Reasonable Accommodation Unit use ONLY (*completed after appointment, if needed*)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Click here to enter text.

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file