**Section A: Position Profile**

<table>
<thead>
<tr>
<th>A. DATE</th>
<th>B. APPOINTMENT EFFECTIVE DATE</th>
<th>C. INCUMBENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/20</td>
<td></td>
<td>Vacant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. CIVIL SERVICE CLASSIFICATION</th>
<th>E. POSITION WORKING TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Associate</td>
<td>Associate Front End Developer</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>F. CURRENT POSITION NUMBER</th>
<th>G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>695-540-1401-904</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION</th>
<th>I. SUPERVISOR NAME AND CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Enterprise Technology / Web Services / Web Development / Rancho Cordova PG1.3</td>
<td>Artem Khomishen, Information Technology Manager I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)</th>
<th>K. POSITION REQUIRES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY – FRIDAY 8:00AM – 5:00PM</td>
<td>FINGERPRINT BACKGROUND CHECK ☑ YES ☐ NO</td>
</tr>
<tr>
<td></td>
<td>DRIVING AN AUTOMOBILE ☑ YES ☐ NO</td>
</tr>
</tbody>
</table>

**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).

**Information Technology Domains**

- [ ] Business Technology Management
- [ ] IT Project Management
- [ ] Client Services
- [ ] Information Security Engineering
- [ ] Software Engineering
- [ ] System Engineering

**Organizational Setting and Major Functions**

The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public’s evolving needs, enrich customer experiences, and improve critical technological applications. CDT’s Office of Enterprise Technology (OET) plays a critical role to enhance digital government and build a California that works for all Californians. We do this by providing foundational platforms and technology (such as GIS/Open Data, Web Portals, Software Engineering and Open Source code curation) for organizations to provide innovative digital services.

Under the general supervision of the Information Technology Manager I over Web Development, the Information Technology Associate (IT Associate) serves as the Associate Front End Developer. CDT is responsible for the design, development, and operation of the state web portal ([www.ca.gov](http://www.ca.gov)) as well as other statewide websites and web based applications. The IT Associate is responsible for developing functional and accessible user interfaces and experiences for state websites and various web based applications that support digital services and initiatives. The IT Associate is a font-end software developer in the support of web-based products and templates. The essential functions include a combination of front-end coding and design. In addition, the incumbent may perform maintenance, documentation, troubleshooting in support of existing services and websites.

**Essential Functions**

(Percentages shall be in increments of 5, and should be no less than 5%.)

**Front end software design and development**

- Code and modify web sites, from layout to function while ensuring that websites render successfully across multiple devices.
- Develop and modify HTML, CSS, JavaScript while leveraging relevant front-end technologies.
- Implement solutions using industry mainstream JavaScript and CSS frameworks.
- Assist in building functional user interfaces (UI) and User Experiences (UX) for end users based on the direction of project leads and product owners.
- Conduct testing for accessibility, performance, and function of websites and applications.
- Implement and adhere to web design principles and standards as directed by the organization and industry best practices.
- Assist in building web products based on established front-end design frameworks and style guides based on the direction of project leads.
- Document business processes and solutions code.
Font-end Solution Design
• Assist product owners and team leads with designing iterative improvements to digital products.
• Formulate requirements into clear communication in written and visual form.
• Generate wireframes, mockups, and functional prototypes.
• Implement and integrate UI/UX designs into web solutions.

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%)
• Other related duties as required.

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 be required to carry and use a cell phone or mobile device.
• May occasionally be required to work some weekends.
• May occasionally be required to work outside of normal business hours.
• May occasionally be required to travel between Rancho Cordova and Sacramento.

Allocation Factors (Complete each of the following factors.)
Supervision Received:
The incumbent receives general supervision from the IT Manager I.

Actions and Consequences:
The IT Associate should have a thorough understanding of the responsibilities and duties of this position and also a broad understanding of the mission and goals of OET. Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

Personal Contacts:
The IT Associate has regular contact with various California departments, agencies and their executive leadership and project staff, the California Government Operations Agency, CDT executives, leadership and project staff, and consultants.

Administrative and Supervisory Responsibilities
Indicate “None” if this is a non-supervisory position.)
None

Supervision Exercised:
This level does not supervise.

Other Information
The IT Associate should have a multi-disciplinary background with skills and experience or education in the disciplines of front-end development and UI/UX design. Additionally, the incumbent should possess the following knowledge, skills, and/or abilities:

Knowledge of:
• Information technology systems (software) programming, equipment; capabilities and interfaces between hardware and software.
• Requirements for the installation and implementation of information technology software systems.
• Principles of public administration, organization, analytical techniques and technical report writing; methods to conduct research, analyze and evaluate information, develop studies and prepare reports.

Ability to:
• Conceive and portray the big picture; creatively think outside the box with the ability to power through challenges in pursuit of a solution.
• Apply creative thinking in the design and development of methods of processing information with information technology systems.
• Analyze information and situations, data and complex business systems, identify problems, reason logically and creatively, draw valid conclusions, and develop effective solutions.
• To learn emerging technologies that may become necessary to support the organization's business and long-term strategic plan, e.g. customer relationship management and project portfolio management.
• Pay attention to detail, achieve thoroughness and accuracy when accomplishing a task.
• Manage workload of multiple assignments at a time.

Desirable Qualifications: (List in order of importance.)

• An Associate or Bachelor's Degree in Computer Science, Information Technology, Digital Design (or a closely related field) is desired.
• Work or education showing front-end development skills, design, and layout.
• Familiar with user-centric and responsive website design and approach.
• Experience or education in front-end design and prototyping.
• Skills in developing front-end web solutions using HTML5, CSS, Less/Sass, JavaScript, Bootstrap and other front-end frameworks.
• Understanding of performance and accessibility.
• Knowledge of managing code using Git, GitHub.
• Some experience with using Visual Studio Code and other popular code editors.
• Familiar with data-driven apps and API integrations.

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

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) | SUPERVISOR SIGNATURE | DATE