

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 19391	DGS OFFICE or CLIENT AGENCY Enterprise Technology Services (ETS)	
UNIT NAME Enterprise Software as a Service (ESaaS)	REPORTING LOCATION 707 3rd St., 3rd Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday thru Friday, 8:00AM - 5:00PM	POSITION NUMBER 306-072-1402-101	CBID R01
CLASS TITLE Information Technology Specialist I	WORKING TITLE GIS Administrator/Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under the direction of the IT Supervisor II, within the Software Engineering domain, the Information Technology Specialist I will act as the project and technical lead on complex Geographic Informations Systems (GIS), working independently as a technical specialist in all areas of the software development life cycle by performing complex analysis of business requests, reports, geospatial databases, and configuration of desktop and web-based GIS software.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The 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.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Develops, implements, and maintains custom desktop and/or web-based GIS software solutions, analyzes geographical data using development best practices and technologies such as ArcGIS, Python, Javascript, and HTML in order to present data analytics in a visual map representation for DGS programs and external departments to ensure management is informed in the decision making related to asset locations for emergency and non-emergency planning, meeting state mandated guidelines.
30%	Performs complex data management procedures for GIS applications while managing, publishing, and administering map services utilizing SQL and Oracle databases by applying database and information security principles as they relate to geospatial data and available GIS tools, utilizing mapping technology based solutions in order to assist in the acquisition of future technologies to ensure data integrity, security, and availability for DGS programs and external departments.
15%	Facilitates cross-functional working sessions with business stakeholders and ETS technical teams and coordinates meetings and presentations with executives and staff in order to produce comprehensive, gap-free, technical system deliverables.
10%	Leads peer reviews for reporting and database solutions utilizing project management principles

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
	and tools such as Office 365, Excel, Visio and MS Projects developing user guides for GIS tools and services for all GIS projects and application usage in order to provide a high-quality, standardized solution to all DGS customers to ensure best practices are being utilized for all development efforts; in order to monitor and control project scope, schedule, risks, and budgets in order to ensure sustainability and projects are delivered timely.
5%	Defines, documents, and evaluates GIS software standards and requirements for security, accessibility, usability, and performance in order to provide options and recommendations and to ensure all mandated requirements are met.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Stay current on all policies and processes governing or impacting DGS businesses; participates in, and actively monitors, enterprise strategic initiatives, goals, missions and values especially as they relate to current GIS technologies.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Busy, professional, office environment requiring handling of multiple deadlines under tight time lines and sensitive information on high pressure situations.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
Teresita Pineda		