

CURRENT
 PROPOSED

DUTY STATEMENT

DATE REVISED 10/26/2020			
RPA #	POSITION NUMBER (Agency - Unit - Class - Serial) <u>065-623-1402-008</u>	CLASS TITLE INFORMATION TECHNOLOGY SPECIALIST I	
UNIT Correctional Offenders and Parolee Systems (COPS)		WORKING TITLE INFORMATION TECHNOLOGY SPECIALIST I	
LOCATION (GEOGRAPHIC/REPORTING LOCATION) Birkmont Drive, Rancho Cordova			
EMPLOYEE INFORMATION			
EMPLOYEE NAME		DATE APPOINTED	
WORK SCHEDULE Monday through Friday		WORK HOURS 8:00 a.m. to 5:00 p.m.	
TENURE PERM	TIMEBASE FULLTIME	CBID R01	WWG E
PROBATION <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A			
VISION, MISSION, AND VALUES STATEMENT			
<p>Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology services for the Department that includes Information Security, IT Procurement, infrastructure, software development, implementation and support. Refer to the Service Catalog for more information on what we do for CDCR and the IT Strategic Plan for our roadmap for the future.</p>			
SUPERVISION EXERCISED:			
<p>This level does not supervise, but may lead. The Specialist I has defined responsibility and authority for decision making related to projects or in an advisory function.</p>			
GENERAL STATEMENT			
<p>Under direction of the Information Technology Supervisor II (ITS II) of the Correctional Offenders and Parolee Systems (COPS) Application Development Group within Enterprise Information Services (EIS), the Information Technology Specialist I (IT Spec I), will perform various technical, application development, project and operational duties in support of the development, implementation, deployment, and support of mobile and ██████████-<u>progressive web</u> applications. The incumbent may receive direction and coding tasks from "lead" programmers as well as broadly defined missions or objectives from project managers. At this level, the incumbent has responsibility for substantial decision-making on development, support and operations that impact the business. The incumbent will strive for the highest work standards and must be up to the challenge of working independently and within an aggressive schedule developed for the program.</p>			
DESCRIPTION OF DUTIES			
% 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 not to exceed 35%. (Use additional sheet if necessary)		

ESSENTIAL FUNCTIONS	
30%	<p>MOBILE DEVICE PROGRAMMING, SYSTEM/SERVICE ENHANCEMENTS</p> <ul style="list-style-type: none"> • Expert in documenting business requirements and leading JAD session and Subject Matter Experts input to build application wireframe or working concept of the application. • Work collaboratively with other Enterprise Architects to develop the interface with other systems, security appliances, servers, devices, and databases. • Create design diagrams and other required application documentation. • Lead design and development efforts of mobile application across the complete spectrum of the Software Development Life Cycle. • Develop applications for mobile devices utilizing Xamarin, .NET Web application architecture, JavaScript, JQuery, AJAX, HTML5, <u>NodeJS</u>, <u>C#</u>, Oracle, and MS-SQL. • Develop and maintain expert level experience with Web Services, SOAP, REST, JQuery and JSON. • Maintain current knowledge of Java and other open source technologies used in mobile application development including firewalls, and mobile device management tools. • Perform peer code reviews and provide feedback. • Possess technical expertise in modern mobile application languages and tools including Java, <u>JavaScript</u>, <u>HTML5</u>, <u>NodeJS</u>, <u>C#</u>, <u>Docker</u>, <u>FeathersJS</u>, Xamarin, SQL lite. • Expert in Application Programming Interfaces. • Responsible for ensuring secure design, best practices and application hardening to ensure system integrity. • Expert in Agile Development Methodology, responsible for ensuring adherence to the methodology. • Responsible for maintaining the code repositories (currently the Microsoft Team Foundation Server implementation) for assigned work products. • Resolve complex problems in mobile application software, debug programs, determine and develop solutions, code, test, document, and install revised applications. • Prioritize work, initiate contact with the appropriate staff and resolve issues. • Prepare for, conduct, and participate in sprints, code review, and walkthroughs. • Review and approve formal system requirement specifications and the project deliverables for each phase of the SDLC. • Provide leadership, continuity, and escalation path to resolve issue and ensure forward momentum of projects. • Coordinate data maintenance and data quality efforts. • Identify opportunities for process improvement in the current applications and take the necessary steps to have them evaluated and/or implemented.
30%	<p>TECHNICAL/PROJECT SUPPORT FOR MOBILE AND <u>PROGRESSIVE WEB APPLICATION</u> SYSTEM DESIGN, DEVELOPMENT AND ENHANCEMENTS</p> <ul style="list-style-type: none"> • Prepare and/or review of project deliverables for each phase of the SDLC. • Develop end user documentation and training materials. • Participate in planning, designing, developing, testing and implementing new systems and/or enhancements to existing systems. • Complete the assigned work and coordinate with project team members across organizational boundaries when necessary. • Participate in application change control process as required. • Prepare and conduct and/or participate in peer reviews (walk-throughs). • Work with consultants and vendors as required on projects. • Coordinate and conduct user training and acceptance testing activities with end-users. • Work with internal/external staff and agencies to identify, develop, refine and implement appropriate operational procedures. • Participate in project and business user meetings as required, in support of the Project Manager. • Make presentations to all levels of CDCR Management as well as groups outside the CDCR.

30%	SYSTEM MAINTENANCE AND SUPPORT
	<ul style="list-style-type: none"> • Responsible for overseeing technical aspects of all vendor testing deliverables. • Responsible for overseeing the business aspects of all vendor testing deliverables and identifying the appropriate review teams. • Review and recommend approval of the vendor's test plans, scripts, and results. • Review the test completion criteria and generated data to verify test completeness. • Participate in any test-related technical reviews for UAT. • Prepare and/or review project deliverables for each phase of the SDLC as it relates to testing. • Coordinate the work efforts of project team members, crossing organizational boundaries when necessary. • Coordinate the UPM in the development of the mobile application Acceptance Test criteria, test scenarios and test cases in conjunction with Subject Matter Experts (SME). • Participate in test planning meetings and work groups with the SMEs and vendor staff. • Create/conduct isolated testing of highly technical nature to ensure application/data/interfaces are designed/working as required. • Create/assist with test data identification.
5%	WORK PLAN, PROPOSALS, AND REPORTING
	<ul style="list-style-type: none"> • Participate in preparation of project plans, schedules, and proposals. • Report project status and deviations from approved schedules to the UAT Manager. • Develop/assist with contingency plans as needed. • Research, prepare and deliver presentations to users, CDCR management, and outside entities.
5%	METHODOLOGY, STADARD, TRAINING, AND OTHERS
	<ul style="list-style-type: none"> • Lead and participate in the development of division-wide methodologies and standards. • Demonstrate proficiency with the available tools, methods and procedures to complete assignments. • Participate in formal and informal training programs to strengthen analytical skills and enhance knowledge of current information on emerging technologies, trends and best practices to maintain familiarity with the implications and uses of new technologies which would prove beneficial to end-users. • Keep current with established testing and implementation strategies and standards. • Participate in Division meetings, backup the section manager and other activities as required. • Evaluate and recommend commercial software products to determine potential benefit to the organization.
VARIETY AND SCOPE OF RESPONSIBILITY	
IT Domains Used: <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> Business Technology Management <li style="width: 50%;"><input type="checkbox"/> Information Technology Project Manager <li style="width: 50%;"><input type="checkbox"/> Client Services <li style="width: 50%;"><input checked="" type="checkbox"/> Software Engineering <li style="width: 50%;"><input checked="" type="checkbox"/> Information Security Engineering <li style="width: 50%;"><input checked="" type="checkbox"/> System Engineering 	
COMPLEXITY OF WORK	
<p>Work at this level includes varied duties requiring knowledge of Software development and Agile development best practices and methodology. The incumbent will be required to have strong application development, writing and communication skills in order to document and resolve complex business problems in the form of mobile applications. The incumbent works and communicates directly with business customers and can demonstrates leadership by conflict resolution, process re-engineering, and identifying new opportunities while assisting management with the most sensitive risks and issues.</p>	
RESPONSIBILITY FOR DECISIONS AND ACTIONS	

At the Specialist I level, incumbents are 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.

PERSONAL CONTACTS/RELATIONSHIPS

Contacts managers, technical staff, and users to provide and make recommendations regarding systems and problems requiring solutions. Regular contact with IT staff, vendors, and external entities to coordinate problem solving and ensure conformity of methods and practices. Contacts users to discuss business and system requirements, contractors to provide oversight, and vendors to discuss existing or new technology. Contact is to influence, motivate, persuade, and lead individuals or groups.

CONSEQUENCE OF ERROR

The consequence of error at the Specialist I level 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.

SPECIAL REQUIREMENTS

Pursuant to California Code of Regulations, Title 2 Section 172, all employees shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgement, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and state of health, consistent with the ability to perform the assigned duties of the class, Where the position required the driving of an automobile, the employee must have a valid State driver's license, a good driving record, and is expected to drive the car safely.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE