

Duty Statement Rank & File

Proposed
(Submit to HR for
Review)
 Final

Print or type.
See Specific Instructions on page 2.

A. Current Position Number 785-250-1402-xxx	B. Probationary Period /JEP Period 12 months	
C. Incumbent Name Vacant	D. Classification/Job Title Information Technology Specialist I	E. Date of Hire
F. Unit, Section, Division S.E. Unit 3, Software Engineering Section 2, Information Technology Division		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager		I. Classification/Title of Immediate Supervisor/Manager Information Technology Supervisor II
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 1	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule Monday – Friday	N. Work Hours 8:00 AM- 5:00 PM	Occasional off-hours and weekends may be required
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes Click here to enter text. <input checked="" type="checkbox"/> No

Section II JOB DESCRIPTION

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Software Engineering Section 2 supervisor, the incumbent will serve as an information technology specialist that is responsible for coordinating and leading the operation and maintenance activities for the VoteCal system and related Election processes. The incumbent works with the Software Engineering teams to develop the long-term enterprise application development strategies to support current and future customer requirements. The Incumbent must have a high degree of knowledge and experience in the technical domains of **Software Engineering** and **IT Project Management** required for this classification. Duties include, but are not limited to, the following responsibilities.

ESSENTIAL FUNCTIONS

40%

VoteCal Related Application Design and Development (Software Engineering)

- Participate in VoteCal and election related application design sessions. Work on complex application development projects using MVC, Entity Framework, WebApi for web applications in an environment that consists of .NET, MSSQL Server, and Oracle. Provide consulting and technical direction in system analysis, system design, program specifications and programming for application.
- Lead application development effort to support for VoteCal related systems including but not limited to: VoteCal County Portal, Voter Information Guide (VIG) Mailing Address Processing, Elections Complaint Database, Student Mock Elections, VoteCal/Election Night Reporting system integration, and Elections/VoteCal Mobile App integration.
- Provide expert guidance and support of the VoteCal reporting solution including data modeling, ETL, BusinessObjects Universe, reports and queries.
- Work directly with program staff to analyze work processes and formulate methods to produce desired results for new or revised data processing systems.

25%

Support of the VoteCal and Election Related Applications (Software Engineering)

- Actively participate in Elections/VoteCal team meetings to identify complex technical constraints and solutions related to business objectives.
- Provide VoteCal subject matter expertise, knowledge transfer and consultation to Elections/ITD staff and management.
- Interface with contractors, county elections staff and the staff of other state departments to support VoteCal and election related systems.
- Provide VoteCal technical expertise to support system integration with ITD applications and infrastructure, research and report on industry trends or standards.
- Oversee and complete routing application support activities associated with the health and quality of existing applications.
- Analyze and resolve customer problems and requests; provides reports when needed.
- Support in troubleshooting, optimizing and upgrading existing applications and coordinate with all impacted support teams and customers.

25%

Support of the VoteCal maintenance contract activities (Software Engineering and IT Project Management)

- Analyze ongoing system incidents and coordinate corrective actions.
- Review maintenance contract deliverables to determine if requirements are met and provide an acceptance recommendation.

- Write statements of work to assist in the preparation of operation and maintenance resource contracts.
- Analyze change requests and provide recommendation for decision.
- Analyze and validate VoteCal system documentation to ensure it is sufficient and kept current.
- Prepare annual maintenance and interface agreements with supporting state agencies.
- Analyze system performance and provide upgrade or replacement recommendations to management.
- Participate in the vendor evaluation and selection process as required.

MARGINAL FUNCTIONS

10%

Administrative

- Participate in project meetings and development/training sessions.
- Perform other duties as required.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ▶	EMPLOYEE SIGNATURE ▶	DATE SIGNED ▶
--------------------------------------	-------------------------	------------------

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

SUPERVISOR NAME (PRINT FULL NAME) ▶	SUPERVISOR SIGNATURE ▶	DATE SIGNED ▶
--	---------------------------	------------------