



**State of California  
Government Operations Agency  
Office of Digital Innovation  
Proposed Job Duty Statement**

**IT Domain: Software Engineering**

<b>Classification Title</b> Information Technology Specialist II	<b>Office/Program</b> Office of Digital Innovation
<b>Working Title</b> Full Stack Developer	<b>Unit/Section</b> Programs
<b>Position Number</b> 374-100-1414-XXX	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> March 23, 2021

### **General Statement**

Under the general direction of the Product Manager, the Information Technology Specialist II will iterate on applications based on user research, ensuring high performance and accessibility and coding using modern web standards. They will write, code, test, and analyze software programs and applications, application programming interfaces (APIs), and designs. The Information Technology Specialist II will also research, document, and modify software specifications throughout the software delivery life cycle. The incumbent will work on technological solutions that are essential to the mission of state organizations and affect large numbers of users on a long-term or continuing basis. The incumbent will employ initiative and resourcefulness in deviating from traditional methods and researching emerging technologies to develop new methods, criteria, and/or new policies, contributing to ODI's focus on improving government services for all Californians using the power of technology and design.

### **Job Functions**

[Essential (E) / Marginal (M) Functions]:

#### **45% Software Development (E)**

- Develop high-quality, well-tested, maintainable code across an entire product lifecycle, using modern software development best practices.
- Deliver code that is easy to deploy, update, and monitor by ensuring the tooling is present early in the product development cycle or by introducing tooling into an existing project as needed. Review software code to ensure compliance with defined standards.
- Use usability research, analytics, and other metrics to influence project planning and design.
- Deliver secure, reliable and scalable software; undertaking a breadth of development tasks.
- Design the front and/or backend architecture of applications and develop user facing features.
- Audit and improve program functionality and/or performance and accessibility.
- Design, run and monitor software performance tests on new and existing programs to correct errors, isolating areas for improvement, and general debugging.
- Build reusable code and libraries for future use.
- Administer critical analysis of test results and deliver solutions to problem areas.
- Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts.

### **30% Product Delivery (E)**

- Identify, analyze and collaborate with stakeholders to develop solutions for problems that have been identified. Ensure compliance with state and federal requirements. Meet personal and organizational goals and customer expectations; produce high-quality results by applying technical knowledge, analyzing problems, and calculating risk.
- Develop, implement and support technical strategy in engineering-specific and organization-wide contexts.
- Determine operational practicality and ensure the technical feasibility of UI/UX designs.
- Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with users and departments.
- Assist in defining software development project plans, including scoping, scheduling, implementation and documentation.
- Practice human-centered design, user testing, feature prioritization, agile methodology and other relevant concepts that places the needs of Californians front and center.
- Research, identify, analyze, and fulfill requirements of all internal and external program users.
- Develop and update high level work plans for project/effort execution; contact users to discuss business/system requirements; and identify resources, schedules, and priorities.

### **20% Digital Solution Consultation (E)**

- Train end users or teammates to operate new or modified programs.
- Work with stakeholders and vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues.
- Recommend, schedule, and perform software improvements and upgrades.
- Work within a distributed multidisciplinary agile team (developers, programmers, UX researchers, designers, etc.) by participating in constructive discussions, sharing knowledge openly, and demonstrating value for technical and non-technical contributions.
- Keep up-to-date on policies and trends that affect the organization and shape stakeholders' views.
- Develop new insights into situations and question conventional approaches.
- Participate and support growing communities of practice.
- Explain technical issues and concepts clearly to both technical and non-technical audiences.

### **5% Marginal Functions**

- Perform other duties as required consistent with ODI needs

### **Supervision Received**

The Information Technology Specialist II will report to and receive direction from the Product Manager. In the absence of the Product Manager, this position may report to the Deputy Director, Programs or another designated executive in the Office of Digital Innovation. Direction may come from the Senior Engineer in an Engineering Community of Practice.

### **Supervision Exercised**

None; however, the Information Technology Specialist II may act as a lead over lower level staff.

## **Knowledge, Skills, and Abilities**

The employee must be able to demonstrate the knowledge, skills, and abilities (KSAs) specified in the Information Technology Specialist II classification specification. In addition to the KSAs, the employee must demonstrate the following:

- Excellent understanding of coding methods and best practices.
- Experience with JavaScript, HTML & CSS with deep knowledge of either front or backend or both:
  - frontend: design systems, web performance, accessibility
  - backend: scaling applications, API & database design
- Prior experience participating in interviewing or engaging end-users for insight on functionality, interface, problems, and/or usability issues.
- Hands-on experience developing test cases and test plans.
- Knowledge of applicable data privacy practices.
- Able to communicate effectively with non-technical staff and with members of interdisciplinary teams.
- Flexible and adaptable in regards to learning and understanding new technologies.
- Strong written, oral, and interpersonal communication skills.
- Ability to conduct research into software-related issues and products.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work both independently and in a team-oriented, collaborative environment.

## **Working Conditions**

The employee will work remotely and in an indoor and climate-controlled office setting under artificial light. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and/or video display terminal. May stand/walk for an extended period of time. May lift up to 50lbs. This position will require flexible work schedules, including some evening hours to complete assignments and meet deadlines.

## **Attendance**

Must maintain regular and acceptable attendance at such level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

## **Other Information**

The Office of Digital Innovation is a dispersed team that works remotely. The office's physical headquarters is located in Sacramento, CA and is equipped with standard or ergonomic office equipment. The selected candidate may be subject to rules imposed by the Fair Political Practice Commission (FPPC), which may require filing a Statement of Economic Interest (Form 700)

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \*(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date