



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

IT Domain: Software Engineering

Classification Title Information Technology Specialist III	Office/Program Office of Digital Innovation
Working Title Full Stack Developer	Unit/Section Programs
Position Number 374-100-1415-XXX	Effective Date
Name	Date Prepared March 22, 2021

General Statement

As the expert advisor level under the administrative direction of the Product Manager, the Information Technology Specialist III uses initiative and resourcefulness to align the technical environment with strategic business needs to iterate on applications based on user research, ensuring high performance and accessibility and coding using modern web standards. As a specialized consultant, the Information Technology Specialist III provides advisement on critical projects where the implementation of advice on plans proposed has a major impact on the effective use of information technology resources. They will write, code, test, and analyze software programs and applications, application programming interfaces (APIs), and designs. The Information Technology Specialist III will also research, document, and modify software specifications throughout the software delivery life cycle. ODI focuses 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, plan, review, document, advise on, and communicate ODI software development policies, standards, guidelines, and procedures to project team members.
- Act as an expert consultant on and 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.
- Lead 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)

- Advise management on formulating IT strategy, policy, and governance throughout the organization and statewide.
- Research and implement industry standard Organizational Change Management methodologies and techniques to implement new products and tools for stakeholders.
- Ensure software compliance with state and federal requirements.
- Identify, analyze and collaborate with stakeholders to develop solutions for problems that have been identified.
- Meet personal and organizational goals and customer expectations; produce high-quality results by applying technical knowledge, analyzing problems, and calculating risk.
- Develop, implement, and drive 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.

20% Digital Solution Consultation (E)

- Meet with executive level stakeholders to understand business constraints.
- Partner with ODI executive level staff to ensure continuity of project deliverables throughout a variety of projects with statewide impact.
- Support lower level staff with complex and challenging stakeholder requests to ensure a resolution is reached.
- 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 III 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 III acts 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 IT Specialist III 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