



DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

717-1414-006

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Application Branch	
3. REPORTING UNIT NAME Motor Voter Product Team		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Specialist II		6. WORKING TITLE Solutions Architect	
7. POSITION NUMBER 717-1414-006		8. PREVIOUS POSITION NUMBER 7 of 7	
9. CBID/BARGAINING UNIT R01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No
 This position is designated under the Conflict of Interest Code. This 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.

14. CPC ANALYST APPROVAL J. Wilkinson	15. DATE APPROVED 12.03.2020
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Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under general direction of the Information Technology (IT) Manager I, the IT Specialist II will perform duties related to Software Engineering, including, but not limited to: Software Architecture, Software Development, and Software Integration. The IT Specialist II will be responsible for providing Solution Architecture and Application Development related services to create, maintain and support the front end software applications and web services to meet the various IT needs in support of the DMV's critical 24x7 infrastructure.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 35% **Solutions Architect and Developer (E)**
Serves as a Software Application and Web Services Solutions Architect in projects and IT efforts that impact the DMV's public facing, direct access, service provider and internal applications. Consults and collaborates with ISD analysts, Front-end Developers, Back-end Developers, and Infrastructure support personnel to provide Software Application Solution Design and Development related services adhering to DMV's Application Development and Security Standards and Policies including creating technical documentation as a vehicle to share knowledge and mentor other members of the Framework Design Group and ISD. Creates estimates and schedules for Software Design and Application Development. Plans, manages and performs all aspects of customer service oriented support to internal and external customers. Communicates, both verbally and in writing, with users at all levels, from data entry technicians to senior management.
- 30% **Project Management (E)**
Provides leadership in facilitating and collaborating with both technical and nontechnical teams. Coordinates various project and IT efforts that support the Software Development Life Cycle (SDLC) including, but not limited to, requirements gathering, design, development, testing and implementation in an agile or non-agile project management practice. Develops the Software Design Document (SDD) that describes the solution architecture including the detailed design application components meeting the business and system requirement specifications and project timelines. Initiates necessary project/status meetings, creates meeting agenda, facilitates, records meeting minutes to ensure decisions are recorded. Designs and maintains project plans, issues logs and change orders. Manages assigned tasks within project scope and the change control process. Presents technical



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solutions to management and decision makers by explaining complex problems and solution in understandable terms to technical and non-technical persons. Analyzes complex problems, weighs multiple solutions, and carefully selects solutions appropriate to the business needs, project scope, and available resources. Develops requests for access to required systems, tools and resources to meet project objectives and follow up to make sure they are completed in a timely manner.

Consultation and Subject Matter Expertise (E)

15% Acts as a consultant to provide subject matter expertise on Front-End Application Architecture related components including, but not limited to, development of Proof of Concepts (POC) for solutions related to software application components, web services, application integration, middleware technology, external interfaces including performance monitoring and tuning of these components. Researches industry best practices and works to integrate them into DMV's solutions.

Legislation Analysis (E)

15% Analyzes new legislative bills to identify and formulate IT solutions for business change requests, problems and/or challenges. Validates business assumptions for new CA Legislative Bills (Senate and Assembly) and internal business project proposals that impact DMV IT to make sure they are complete and accurate by facilitating discussions with the Business and the Technical teams across divisions within DMV. Creates a conceptual design diagrams to support the business assumptions for the Legislative Bills and internal business project proposals by facilitating design sessions with the Analysts and the Technical teams within ISD. Coordinates ISD teams to create complete and accurate design assumptions for legislative bills and proposals for cost estimating.

5%

(M) Acts as backup for other team members. Performs other duties as required.



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18. SUPERVISION RECEIVED

IT Specialist II reports directly to and operates under the general direction of the ITM I. However, this position is expected to plan, design, create, execute programs, studies, and perform all work independently to accomplish the tasks assigned. This position also is expected to use judgement and ingenuity in interpreting the intent of the guidelines that exist and in developing applications associated with the task assignments. This position is frequently recognized as a technical authority and can make recommendations for projects and goals.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

None

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works indoors in an office setting, in a cubicle. Accesses a computer, sits for periods of time, and attends meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV. DMV operates 24/7, so this position may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out of town classes or conferences.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Minimum requirements for this position –

- Skills to independently facilitate design session(s) and/or meetings with different cross functional teams to solve technological problems.
- The ability to work effectively with all levels of technical staff and management, excellent oral and written communication skills, be detail oriented, and be a team player.
- Good analytical and problem-solving skills, knowledgeable and have experience with working on multiple projects at the same time.
- Must have extensive knowledge and a track record of proven experience with data processing systems, and methods of developing, testing and moving solutions to implementation.
- Comply with security policies and procedures established by the data owners and the Information Security Officer. Implement the technical means to preserve the integrity and security of the department's information assets and manage the risks associated with those assets. Advise the data owners and the Information Security Officer of control vulnerabilities and recommendations for alternatives that enhance data security and integrity for existing and developing systems.
- Works independently on assigned tasks and deliverables with minimum supervision.

The following are the desirable qualifications for this position:

- A minimum of three (3) years of experience in analysis, design and development using best practices of web based applications utilizing object oriented programming concepts and Java programming to J2EE specifications and standards in an IBM AIX environment using IBM WebSphere Application Server (WAS) and DB2.
- At least three (3) years of experience working on enterprise-level Java application development and/or integration projects, two years of which being in a technical lead role.
- At least three (3) years of experience with Java programming using IBM Rational Software Architect (RSA 8.5) and WebSphere Application Server (WAS).
- At least three (1) years of experience developing and configuring applications using the IBM's Integration Bus

22. PERSONAL CONTACTS

The IT Specialist II communicates regularly with the ITM I and with the ITM II. The IT Specialist II is also expected to communicate with project stakeholders, customers across the different divisions within DMV such as the Licensing Operations Division (LOD), Registration Operations Division (ROD), Field Office Division, Communications Program Division (CPD) and other members of the Information Systems Division (ISD) in coordinating design session(s) and/or meetings regarding technological issues and challenges. Communications are by phone, email, chat, in person, and mail. Interactions may be general, confidential, sensitive and/or informative.