

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Senior Technical Advisor / Developer</b>	
		Division and/or Subdivision <b>Information Technology Services</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>West Sacramento</b>	
		Class Title of Position <b>Information Technology Specialist III</b>	
		Position Number <b>541-021- 1415-001</b>	
		Effective Date <b>February 2021</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>           Under the administrative direction of Technology Division Deputy Director, the Information Technology Specialist III (IT Spec III) serves as the Technology Division Application Engineer lead consultant at the mastery level in the evaluation and selection of technology standards and governance processes as it applies to application development to ensure Information Technology (IT) development alignment and structure. Consult on emerging innovation and productization principles, lead the design of shared services of the most critical and most complex projects and initiatives, as well as serve as key advisor of application development standards, practices and methodologies to the IT development community. The IT Spec III is responsible for providing technical and development consultation by advising the Technology Division executive team in the development, maintenance and organization of the state's IT development technologies and methodologies and associated policies, standards and governance methods. These responsibilities also include, productization and implementation of these resulting development innovations requires the ability to lead and advise IT development and architecture teams to effectively develop technology innovation solutions that strategically align to its business vision.         </p> <p>           *Produces technical strategies and shapes the environment for Technology Division software development by implementing standards and controls, contributing to the overall CAL FIRE development methodology while maintaining the application development standards across multiple platforms. *Formulates policy and procedures and ensures they are in-line with the department and statewide IT strategic direction. *Designs, implements, and maintains application development standards and methodologies across multiple platforms to best align technology solutions with business strategies. Determines the scope, plan, and IT resources needed with innovative solutions that fulfill IT and business requirements. *Identifies and manages project risk through avoidance, mitigation, and development of contingency plans. *Reviews/approves defined project deliverables. *Consults with Agency/Department architects, developer's, CAL FIRE technical leads and lead project support teams, as well as private consultants and external IT partners and vendors to strategically improve business processes.         </p> <p>           *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.         </p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and date			

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

40%

The IT Spec III makes recommendations to the Chief Information Officer and executives on application code standards and development policies, compliance, and on current and new IT developments. The IT Spec III works with external partners and customers on statewide efforts, which include but are not limited to departments' and agencies' development teams, vendors, and partners to arrive at the most appropriate application and system design or integration of multiple systems. With IT constantly changing, the IT Spec III will stay up-to-date on emerging technologies and information that can affect the application development culture. Maintains first-rate development, pioneering, and presentation skills for creative facilitation, organization, and reporting. \*Advises on and/or coordinates the planning and delivery of organizational IT strategies and resources using both business and IT development approach. \*Leads the teams and the projects required for the IT community to achieve successful approaches to optimize business processes and its correlation to IT components. \*Advises on the consistency of IT initiatives and soundness across a wide range of related business capabilities. \*Performs continuous improvements to software development roadmaps to determine the objectives and measures upon which the business strategies and IT developments will be evaluated. \*Advises on investment security and proper resources to allow for informed IT development initiative prioritization based on the value of specifically targeted business outcomes.

10%

\*Advises on the establishment of application design and best practice methodologies and consults with appropriate parties, i.e., Architects, Security and Operations so that standards developed within Technology Division can be leveraged across CAL FIRE. \*Advise on innovation & technology enablement opportunities to gain competitive advantage. \*Monitor and discover new and evolving service offerings and technologies (R&D, Innovation, Code Repositories). \*Host an incubation center for prototypes and pilots. \*Guides executive decision-makers to make accurate and timely decisions based upon application development best practices. \*Incorporates hardware and software standards by bridging the gap between the business needs and business systems, portfolio management, and rules for integrating outside programs. \*Performs IT asset analysis to evaluate and plan for future departmental needs using analytical tools and techniques per departmental policies and vendor support guidelines.

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"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Working Title of Position  
 Senior Technical Advisor / Developer

Percentage of Time  
 Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

\*Works in concert with Technology Division team and makes recommendations regarding technical and operational feasibility. \*Establishes processes to monitor projects through their lifecycle to assure application design changes aligns with the enterprise vision and IT community standards. \*Organizes teams, makes plans, assigns, and tracks work, and shares documents in plain view, keeping communication and progress transparent. \*Performs research, stays abreast of new technology trends and tools; audit processes, systems, reports, and recommend best course of action. \*Promote and Manage the Solutions Portfolio \*Facilitate matching business needs & service options. \*Evaluate new services for potential value. \*Initiate development of new service offerings. \*Provides leadership, guidance and training to projects and team members. \*Create new and improve upon existing applications, consult on software testing. \*Simplify & digitize business processes. \*Shape demand for digital business transformation through software prototyping and stakeholder buy-in.

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Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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\_\_\_\_\_  
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