

DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist III (ITS III) (Software Engineering)	Position Number: 580-151-1415-909
Working Title: Enterprise Application Architect & Developer	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: M01	Tenure/Time Base: Perm/Full-Time
Center/Office/Division: Information Technology Services Division (ITSD)	Branch/Section/Unit: Application Development Support Branch (ADSB)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

Under the administrative direction of the Information Technology Manager II (ITM II) Application Development Support Branch (ADSB) Chief, the Information Technology Specialist III (ITS III) serves as the Principle Enterprise Application Architect and Developer, and is responsible for providing the mastery level of leadership, and oversight of application development and architecture standards, roadmaps, and providing guidance on these work activities and resources for the California Department of Public Health (CDPH) Application Development teams.

The ITS III monitors application architect and enterprise wide shared on-premise and cloud application services align with the CDPH Vision for 2035 while ensuring the most complex/critical information interoperability is established between other CDPH programs, state departments,

Federal programs, and external vendor Software as a Service (SaaS) service providers.

Position will be the ADSB Lead Enterprise Application Architect and Developer, and will support the departmental centers and programs that includes the Center for Environmental Health (CEH), the Emergency Preparedness Office (EPO), the CDPH Director's Office (DO), the Center for Health Statistics and Informatics (CHSI), the Center for Health Care Quality (CHCQ), and the Center for Chronic Disease Prevents and Health Promotion (CCDPHP). The ITS III will enhance and maintain the application database architecture of mission critical CDPH enterprise systems such as the CDPH Employee Redirection Tracker (CERT), the Public Health Employee Training Tracking System (PHETTS), the department Contracts and Procurement System (CAPS), and the On-Line Appointment & Separation Information System (OASIS). The ITS III has responsibilities to review, design, approve, and integrate the application architecture and design of these systems while promoting service delivery through innovative application design and improvements by implementing current industry technology while ensuring design best practices are adopted.

The ITS III will perform duties in the Information Security Engineering, Software Engineering, System Engineering domains.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May require occasional travel to regional offices
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

35% Provide full maintenance and operation (M&O) and product life cycle support services over CDPH's most sensitive and critical enterprise MIS systems, platforms, services, technologies, and tools. Ensures critical on-premise and Software as a Service (SaaS) system services and architecture are maintained and operating at optimal efficiency (e.g. system interfaces, web services, end of day batch, backups and recovery, restoration, failover, clustering, replication, certificates, ETL). The ITS III will exercise a high degree of independence and proficiency in troubleshooting, problem solving, handling and resolving the most challenging and difficult application issues that are time sensitive and publicly and politically visible.

The ITS III will complete work that is routinely performed in coordination, consideration, and consultation of external and internal business partners including the California Department of Technology (CDT), State and Federal Control Agencies, Vendor Consultants, Local Health Departments, other state departments and Information Technology personnel.

- 20% Ensure that CDPH’s suite of enterprise tools, applications, and programs used in the environments remain current and supported (e.g. .NET Framework, VB.NET, ASP.NET, XML, JSON, Python, DevOps, Mulesoft, AWS and Azure Cloud services, F5, DNS, LDAP, Power Designer, Cherwell, Visio, ServiceNow, Team Foundation Services). Identify, research, and implemented replacement solutions as necessary. Identify resource requirements and negotiate for resources and schedules. Attends and actively participates in meetings and project discussions. Maintain knowledge of industry technologies, practices, and trends; make recommendations to management on the adoption of new tools, platforms, processes, and procedures to improve service delivery and operational efficiencies.
- 10% In collaboration with other technical staff and Vendor SaaS providers, respond to production incidents and calls; perform impact assessment; provide technical troubleshooting, research, analysis, and mitigation resolution to restore service. Ensures that management, program partners, help desk personnel, and internal and external stakeholders are kept informed with periodic updates on status of resolution. Conduct post incident root cause analysis. Participates in production incident debriefs, present findings, and make recommendations to management to prevent future incidents.
- 10% Stays current on statewide IT policies in accordance with the State Administrative Manual and Statewide Information Management Manual. Presents the system requirements to a wide variety of distributed computing systems experts at the state, local, federal level and with technical architecture consultants. Ensures CDPH application systems meet CDPH, State, and CDT security standards and requirements.
- 10% Plan, organize, and complete activities involved in application development, enhancement, and project support. Function as the principal application architect to State staff and consultants at various stages of the software development lifecycle. Work with all levels of impacted staff (e.g. public, participants, vendors, county, state, control agencies, federal) and act as a liaison between Program and IT Stakeholders.
- 10% Participate in IT procurement activities by serving as a technical member on the evaluation and acquisition teams during the evaluations of draft and final project and system proposals. Assists in developing and maintaining application development requirements, developing proposal evaluation criteria, develop responses to vendor questions to the Request for Offers, and other contract and projects documentations.

Marginal Functions (including percentage of time)

- 5% Mentor and train peers learning and performing system development life cycle functions to assume similar roles on future efforts. Perform other duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a

		need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By:	Date		