

**DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT**

NAME	MCR 1
CLASSIFICATION Information Technology Specialist I	POSITION NUMBER 538-406-1402-002
WORKING TITLE Application Developer	DIVISION/UNIT Enterprise Technology Services Division
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY 5

GENERAL STATEMENT: Under the general supervision of the Information Technology Manager I, the Information Technology Specialist I is responsible for advanced analysis, design, and programming for complex applications in the Department of Conservation (DOC). The Information Technology Specialist I maintains expertise in various hardware, software, services, and various programming languages including, but not limited to, C#, JavaScript, .NET, VB.Net, Access, Microsoft SQL Server, and a variety of web development and GIS tools. Provides technical advice on emerging technical developments and how these might impact critical DOC systems. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

ESSENTIAL FUNCTIONS

35% Programming and System Integration:

Performs as a technical specialist within the DOC technical environment; performs the systems analysis and complex programming on DOC's complex database systems. The systems analysis will be preliminary to, and in support of, the development of new and existing systems. Performs complex programming and system integration using object-oriented design and programming techniques, implementing and supporting e-commerce applications, taking full advantage of web-enabled access to data, and using an n-tier application and database design. Performs complex programming tasks utilizing database access, stored procedures, data integrity routines, and security requirements. Maintains expertise in software development and project management methodologies. Develops and maintains technical documentation to support DOC systems and applications. Communicates effectively, both orally and in writing with subordinates, peers, clients, customers, and management. Demonstrates presentation skills to all levels of audience.

30% Business/System Analysis and System Development Project Lead:

Works independently in analyzing complex business processes, designing technical and procedural alternatives, and implementing complex programs and systems. Utilizes standard analysis techniques including data flow diagrams, entity-relationship diagrams, and case analysis to document information processing requirements. Prepares project and technical documentation, reports, and gives presentations to colleagues and management. Acts as project lead for and monitors project activities related to the development, implementation and documentation of projects to ensure the projects are completed timely and within scope of work and budget. Ensures the software Quality Assurance and Quality Control (QA/QC) testing is performed and ensures end-user requirements are fully met.

Collaborates with the Infrastructure Network Security and Server Administration Branch to develop infrastructures related to network access and server configuration for DOC applications.

20% Technical Support:

Performs technical support in a complex technical environment. Identifies and resolves complex technical issues related to program code, database design, structure, and security access.

10% Research and Development:

Researches and tracks current trends in technology. Prepares reports and gives presentations to colleagues and management. Conducts technical research to provide recommendations to management and staff regarding appropriate and compatible hardware and software. Maintains expertise on software and hardware solutions and determines how these can most effectively be used to solve business objectives. Performs other related duties consistent with specifications of the classification.

MARGINAL FUNCTIONS

5% Administration:

Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

The Information Technology Specialist I reports directly to and receives the majority of assignments from the Information Technology Manager I; however, direction and assignments may also come from other supervisory staff within ETSD.

C. SUPERVISION EXERCISED

None

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

None

E. PERSONAL CONTACTS

The Information Technology Specialist I will have frequent contact with department managers and staff in order to design, develop and implement systems that meet the business needs as specified by the business and system requirements. The Information Technology Specialist II will represent the organization within and outside the DOC in a way that will enhance public respect for, and confidence in the employee, Department and State Government as a whole.

F. ACTIONS AND CONSEQUENCES

The Information Technology Specialist I is expected to act independently in their duties. Major decisions based on business and system analysis related to DOC applications, network and systems design may be based on their recommendations. Poor recommendations may, therefore, create significant problems in the development of a system and result in project delays and over-expenditures. This is especially

important for systems that provide a critical service to the public or which respond to a legislative mandate.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Work location (Telework versus On-site) may vary per employee, based upon their roles and responsibilities. On-site work may be required based upon the business need.
- Work in an open modular workstation in an air-conditioned office.
- Frequent use of a computer and related software applications at a workstation.
- Ability to move boxes weighing up to 20 pounds on an occasional basis.
- Work under pressure to meet deadlines.
- Work overtime, if required.
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight lodging inside California may be required.

H. **TELEWORK**

Telework is subject to satisfactory job performance and may be canceled due to business needs. Employees are expected to be reachable by phone, email, and instant message during their designated telework hours. It is expected that staff abide by the provisions set in the DOC Telework Program Policy and Procedures, State Information Security Policies and State Telework and Remote Access Security Standard. Damaged or lost equipment is to be reported to your supervisor immediately.

I. **OTHER INFORMATION**

Knowledge of: Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing; statistical methods; principles of public administration, organization, and management; and principles of personnel management.

Ability to: Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively; and prepare effective reports.

- Position is subject to the Department's Conflict of Interest Code (Form 700) Policy.
- All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

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 your supervisor).

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