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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Senior Analyst / Developer | |
| | | Division and/or Subdivision Information Technology Services | |
| 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 West Sacramento | |
| | | Class Title of Position Information Technology Specialist III | |
| | | Position Number 541-021-1415-002 | |
| | | Effective Date December 2021 | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 45% | <p>Under the general direction of the Information Technology Manager II (ITM II), Geographic Information Officer/Data Manager, the incumbent provides policy, technical advisory support to the department. The Incumbent will lead and collaborates with peers within the Technology Division and consults customers as well as colleagues throughout California State Government on the ongoing development of the most complex technology projects. The incumbent provides technical leadership to perform complex, strategic work including the application of knowledge, techniques, and technologies to new situations and environments. The incumbent possesses a high degree of independence and good judgment for assigned projects and for guidance for web solutions that streamline government processes.</p> <p>*The incumbent leads and provides advanced specialist-level technical skills and knowledge to support Data Center Services web-based services, code templates, libraries, and Application Programming Interfaces (API) in support of department wide web application development efforts.*Provide expert guidance in data analytics development functions include design, development, scripting (coding), implementation, configuration, code maintenance, documentation, testing, troubleshooting and support of assigned services and technologies. *Provide guidance in software development in support of customer web applications, services, content management systems and projects. *Lead project planning, scheduling, and coordination for external and internal customer web development/coding. *Lead the design of complex software solutions based on business requirements, service offering, programming development, standard templates, Software Development Life Cycle (SDLC) methodologies and APIs. *Write (develop and program) complex web applications, APIs, widgets, plugins, scripts, and applets based on functional methodologies and business requirements. *Provide application programming expertise in support of department wide web solutions development.</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> | | |
| Equal Employment Opportunity (EEO) Statement: 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 _____ | | Date _____ | |
| Supervisor Signature _____ | | Date _____ | |
| Personnel use only <input type="checkbox"/> Posted to Directory _____ | | | |
| Initials and date _____ | | | |

Working Title of Position
Senior Analyst / Developer

Percentage of Time
Required

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

45%

Provide 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. *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

10%

*Develop and maintain documentation for assigned web services and technologies. *Train staff in the administration, maintenance, troubleshooting and service delivery procedures for assigned services; and customers, on the delegated administration functions, customer responsibilities and use of Technology Division provided services. *Attend training, formal and informal, as directed by management. *Attend and actively participate in meetings as required by management. *Build wireframe mockups and site process flow.

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Job qualifications and/or conditions of employment:

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date