EDD
**Employment
Development
Department**
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist I	Working Title Information Technology Specialist I
Name of Incumbent	Position Number 280-353-1402-976
Section/Unit Document Technology Services/DMS Development	Supervisor's Name
Division Infrastructure Services	Supervisor's Classification Information Technology Manager I
Branch Information Technology (ITB)	Duties Based on: ☒ Full Time ☐ Part Time - Fraction *Click here to enter text.*
	Revision Date 6/30/2021

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*

Some work on weekends and evenings will be required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management ☒ IT Project Management ☐ Client Services
☐ Information Security Engineering ☒ Software Engineering ☐ System Engineering

Under the direction of the Information Technology (IT) Manager I of the Document Management Systems (DMS) Development Group, the incumbent serves as senior developer and lead involved in performing the complex analysis, design, development, testing, implementation, maintenance, trouble shooting and supporting the Employment Development Department's (EDD) mission critical enterprise applications and projects. The incumbent provides technical leadership to project team members, technical staff, expertise in advanced business analysis and project management, investigates complex technical problems and issues and develops plans to resolve them from the enterprise perspective.

Maintains mastery of various programming languages and able to write complex programs such as VB.net, C#.Net, VB scripts, Javascript,SQL.

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (both 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 all departmental policies and procedures.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
45%	Serves as a IT Specialist I on a team and/or individually, engineers, designs, develops, tests and implements new applications, modifications to existing applications and maintains complex application software solutions within the EDD Document Management System (DMS) in response to functional requirements established with customers.

Maintains mastery of various programming languages and tools which include VB.net, C#, VBA, Javascript, Visual Studio.Net, RESTful Web Services, Microsoft SQL Server 2014 or higher, SQL Server Reporting Services, SQL, Data Capture Software Development Tools and Enterprise Content Management software.

Independently works on new application development, enhancements and maintain several custom applications, Commericial and Modified off-the-shelf (COTS/MOTS) data capture software and content management sofwtare within the DMS. Ensures assignments are completed in an accurate, effective and timely manner by following assigned project schedules. |
| 40% | Works independently on complex applications as a subject matter expert. Designs and maintains technically complex program specifications. Analyze, develop and conduct unit and intregration testing of the complex new software programs, COTS/MOTS software and maintains existing custom programs written in C#/VB.Net. Responsible for ensuring the various testing phases are successful using numerous testing methodologies. Prepares technical design documentation, programmer's reference manuals, system and program test specifications, test plans, system test scripts,test data and validates results. Conducts and participates in all phases of the System Development Life Cycle. Mentors and trains technical staff in application development.

Communicates clearly across organizational lines while maintaining cooperative working relationships. Works on multiple assignments, concurrently, and successfully adapts to changes in priorities. Provides production release support and coordination with all involved parties. |
| 5% | Performs as Project Lead on projects of moderate to large complexity. Analyze requirements, develop detailed work plans, create detailed cost estimates, develop tasks from project schedules, create system test scripts, monitoring and closing of IT projects. Assesses potential risks, develops contingency plans, may assign and review work, and schedules and coordinates team meetings. Provides documentation, risk assessments, and status reports accurately and ensures work efforts are completed timely and within scope and budget. |

Percentage of Duties	Marginal Functions
5%	Invests in personal development and growth through certification or continuous education to maintain technical level knowledge in the information technology field with the emphasis in software development services. Focusses on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing:	Repetitive (26-33%)	Sitting:	Repetitive (26-33%)
Walking:	Repetitive (26-33%)	Temperature: Environment	Temperature Controlled Office
Lighting:	Artifical Lighting	Pushing/Pulling:	*Choose an item.*
Lifting:	*Choose an item.*	Bending/Stooping:	*Choose an item.*
Other:	*Click here to enter text.*		

Type of Environment: a. Cubicle   b. Select   c. Select   d. Select

Interaction with Public: a. Required to assist customers on the phone and in person.   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

_____

Employee's Signature   Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

_____

Supervisor's Signature   Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
	LB	10/19/2018

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

*   If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

** **AFTER SIGNATURES ARE OBTAINED:**
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**