EDD **Employment Development Department**
S t a t e   o f   C a l i f o r n i a

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	*Web Developer and Cloud Architect*
NAME OF INCUMBENT:	POSITION NUMBER:
	283-401-1414-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Data Management and Administration	Munny Chitneni
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy, Research and Legislation	Information Technology Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	10/13/2021

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

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.)

Travel outside the greater Sacramento Area is not anticipated, but possible.

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

Under the general direction of the Information Technology (IT) Manager I, the Information Technology Specialist II (ITS II) acts as a Web Developer and a Cloud Architect for the Web Portal development of the Cross System Analytics and Assessment for Learning and Skills Attainment (CAAL-Skills) systems and technology for the California Workforce Development Board (CWDB). The incumbent leads the Web Portal development on the Amazon Web Services (AWS) Cloud, and works closely with business analysts, data analysts, Business Intelligence (BI) developers, researchers and other technical staff from the CWDB, partner organizations and stakeholders.

The ITS II is fully responsible for all aspects of design, coding, testing, and analyzing software programs and applications including but not limited to requirements analysis, systems design, interface development, web development on the AWS Cloud infrastructure, testing, and implementation. The ITS II also researches, documents, and modifies software specifications throughout the Software Development Life Cycle. The incumbent works on technological solutions that are essential to the Data Management and Administration (DMA) unit.

Percentage of Duties	Essential Functions
40%	**Web Developer** • Serves as a technical lead and a web developer, responsible for design and development of the CAAL-Skills Web Portal on AWS Cloud and other custom developed DMA web applications using Microsoft development tool sets and technologies which includes, Visual Studio IDE, .NET Core, ASP.NET Core API's, ASP.Net Core MVC, HTML, Razor Pages, Serverless applications, T-SQL, SQL Server Management Studio, Azure DevOps and/or GitHub. • Utilizes additional technologies such as Bootstrap, JQuery, CSS, Tableau, SQL Server Integration Services, and AWS Visual studio SDK for the CAAL-Skills Web Portal and other DMA applications development, and drafts functional and non-functional requirements for the CAAL-Skills Web Portal development. • Provides leadership in defining and controlling access to the web environment for implementing and maintaining security controls, and designs, develops, tests (unit, system, regression and performance), and deploys maintenance of the CAAL-Skills Web Portal on AWS Cloud and other custom developed DMA web applications to meet functional and technical requirements. • Provides pre- and post-implementation planning and support to team members to ensure changes made to the Web Portal are implemented in a controlled and coordinated manner. • Advises the IT Manager I regarding the latest technologies, web development, accessibility standards, and data governance to develop and improve the CAAL-Skills web portal. • Communicates effectively and maintains an exceptional working relationship with the CWDB technical and business staff, technology leaders, program managers from the CWDB, and other partner organizations to ensure the business requirements for the DMA applications are met timely.
30%	**Cloud Architect** • Leads the efforts to architect, implement, and support Web Portal development on the AWS Cloud supporting the Infrastructure as a Service, Platform as a Service and Software as a Service and necessary third party features as needed to design the infrastructure for the CAAL-Skills and other DMA applications. • Manages and controls the continuous release and deployment cycle in the development, integration, and production environments for quality releases and easy maintenance of the CAAL-Skills and other DMA applications. • Creates, reviews, and approves the technical documentation, such as AWS Cloud environment architecture diagrams, system architecture and design documents, installation/configuration documents, release notes for tracking, and system support and maintenance. • Configures and implements AWS features such as creating EC2 instances, Internet gateways, Firewall configurations, Virtual Private Cloud, Network Address Translation Gateway, S3 buckets, IAM security, Active Directory Synchronization, AWS API Gateways, and SFTP services. **System Engineering & Technology Management**

15%	- Collaborates with the CWDB technical and business analysts, researchers and other CWDB staff to ensure technical communication is clear to ensure smooth web portal development and operations. - Manages the technology associated with the CAAL-Skills and other DMA web applications, related systems and associated technology to ensure seamless system operations in the test and production environment. - Ensures the interoperability of CAAL-Skills systems by designing and testing interfaces to confirm the data is accurately extracted, transformed, loaded, and processed according to documented business rules. - Designs, implements, and maintains the system architecture across multiple platforms to best align the CAAL-Skills Web Portal technology with the department's business standards and practices. - Ensures effective back-up processes and disaster recovery is implemented for CWDB's web applications using AWS Cloud tools and services.
10%	<u>Application Monitoring, Maintenance and Management</u> - Monitors and debugs the CAAL-Skills and other DMA applications using AWS Cloud watch and Google Analytics for operational data in order to discover insights and keep the applications running smoothly by resolving web uptime and performance related issues. - Plans, designs, and implements capacity and resource expansion of the CAAL-Skills system and other DMA applications for scalability using CloudWatch metrics. - Plans and implements CAAL-Skills Web Portal improvements and operational efficiencies by applying necessary software upgrades and features.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone   ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

None

Civil Service Classification
Information Technology Specialist II

Position Number
283-401-1414-976

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:	
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:	
Supervisor's Signature:	Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	hcc	11/1/2021
☐ Exceptional allocation, STD-625 on file.		

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:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

HRSD Rev. 3 (9-18)