DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist II (Software Engineering)  
Position Number: 580-150-1414-017

Working Title: Software Developer Engineer  
Work Location: 1616 Capitol Ave. Sacramento, CA 95814

Collective Bargaining Unit: R01  
Tenure/Time Base: Permanent/Full Time

Center/Office/Division: Information Technology Services Division  
Branch/Section/Unit: Information Technology Services Division Operations

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

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

This position supports CDPH’s mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under the general direction of the Information Technology Manager I (ITM I), Information Technology Services Division Operations, the Information Technology Specialist II (ITS II) provides planning, configuration, and oversight of development and support of new and existing applications on the CDPH Certification and Licensing Pega platform. The ITS II focuses on maximizing reusability of
enterprise assets, while maintaining interoperability between platform applications, and ensuring they align with CDPH security standards.

The ITS II performs duties within the Software Engineering domain.

### Special Requirements

- [X] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [ ] Travel:
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

### Essential Functions (including percentage of time)

45% Acts as technical expert responsible for overseeing and advising development of CDPH’s Certification and Licensing Platform using Pegasystems software. Provides best practice recommendations to executives, management, staff and end users. Analyzes and prepares legacy data for migration to new systems. Defines architecture for workflow and case management applications. Prepares detailed diagrams of data flows, data systems, data dictionaries and associated documentation as needed. Analyzes structural requirements for new software and applications. Collaborates with business analysts, testers and business users to effectively prioritize development activities within resources constraints. Provides cost estimation of work effort to project manager/scrum masters to evaluate the cost associated with application development. Provides governance to existing systems and proposed modifications or additions. Provides hands-on experience with Structured Query Language (SQL) and Java programming.

35% Develops, evaluates, and maintains standards and procedures related to database design, configuration management, quality assurance, database change control process, database integrity and security. Responsible for technical activities such as software design, configuration and installation as well as upgrades. Conducts operational maintenance to ensure framework aligns with CDPH quality and security standards. Provides ongoing evaluation of system performance to ensure it meets agreed upon standards. Fine-tunes framework to incorporate security patches, application updates and hot fixes, backups and disaster recovery is in place. Troubleshoots and diagnoses hardware/software conflicts related to various configuration, security, and framework conflicts. Installs and configures complex application software to ensure platform is fully operational. Researches complex programming problems to identify root cause and develops solutions. Presents technology recommendations to management team. Manages Pega migration to the cloud. Responsible for migration activities including development of high-level roadmap and migration plan, leveraging new features and capacities to create responsive User Interface and DevOps methodology and enhancements and migrates applications to the cloud.

10% Reviews project documentation for applications being built on the Pega platform to ensure they align with the California Project Management Framework (CA-PMF) Statewide Information Management Manual (SIMM section 17) and California Project Approval Lifecycle (PAL) (SIMM
section 19) for medium to high complexity projects. Collaborates as Pega subject matter experts with various business and technical team leads along with Control Agency colleagues. Ensures CDPH and California Department of Technology (CDT) standards and best practices are followed. Provides both verbal and written communication to promote core competencies. Communicates effectively with employees at every level in the organization to enhance department operations, performance and productivity. Communicates frequently and effectively with Deputy Directors and Executive Staff regarding department-wide IT oversight strategies and policies. Communicates project status with Control Agencies.

5% Performs IT project reporting and develops quality reports for state oversight agencies including: project status reports, special project reports, and ad hoc analysis reports as required. Develops and delivers presentations on project status and plans to Executive Management and Control Agencies.

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<th>Marginal Functions (including percentage of time)</th>
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5% Performs other job-related 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.)

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HRD Use Only: Date
Approved By: CW 8/5/2022