



**POSITION DUTY STATEMENT**

<b>NAME</b>	<b>MCR</b> 1
<b>CLASSIFICATION</b> Information Technology Specialist II	<b>POSITION NUMBER</b> 538-406-1414-XXX
<b>WORKING TITLE</b> Application Development Lead	<b>DIVISION/UNIT</b> Enterprise Technology Services Division/406
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> R01	<b>CONFLICT OF INTEREST CATEGORY</b> 5

**DEPARTMENT STATEMENT:** 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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

**GENERAL STATEMENT:** Under general direction of the Information Technology Manager I, the Information Technology Specialist II (ITS II) serves as technical lead for Data Architecture, development, and technical data administration for the Department of Conservation (DOC). Provides expertise in advanced business analysis, application development and project management. Maintains mastery of various programming languages, databases, operating systems, and a variety of mobile, web development and GIS tools. Leads technical experts, business process experts, and external consultants to architect, design, and implement the most complex and mission critical statewide systems for the DOC. Provides expert advice on emerging technologies and how these may impact or advance critical DOC systems. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

**ESSENTIAL FUNCTIONS**

**35% Data/ Applications Architect, Design, and System Integration:**

Performs as project lead working within the DOC's development methodology, architects, designs, programs, and implements the most complex programming and system integration applications to support mission critical statewide DOC systems. Acts as a technical lead for the activities that are performed by Information Technology (IT) project teams, including both State staff and external consultants. The incumbent will oversee collaborative efforts with line divisions, server and network support staff, and vendors in resolving the most complex system integration problems. Coordinates infrastructure needs related to data, applications, network access and server configurations with the Infrastructure Network Security and Server Administration Branch. Consults with or advises

management on analyzing business problems and opportunities, planning, development, implementation, and coordination of IT issues. Communicates effectively, both orally and in writing with subordinates, peers, clients, customers, senior management, and executives. The incumbent demonstrates a high-level of presentation skills to all levels of audience. Maintains mastery of various programming languages, databases, and development tools used for DOC system applications, web applications and mobile applications. Provides expert advice to application developers, network and operating systems support staff, and end users regarding technology projects and how business, security and technical changes might impact critical DOC systems.

**30% Project Management, Business/System Analysis and System Development Project Lead:**

Performs as project manager/business analyst for the initiation, planning, execution, monitoring and closing of IT projects. Oversees all activities and tasks that are performed by the project team, State staff and external consultants. Tracks team activities related to the business analysis, development, testing, implementation, and documentation of IT projects to ensure work efforts are completed timely and within scope of work and budget. Monitors the software Quality Assurance and Quality Control (QA/QC) testing efforts and ensures end-user requirements are fully met. Works closely with the Enterprise IT Procurement and Compliance Branch to review contract language relating to information technology to ensure current and future interests are fully protected. Architects application systems including infrastructures related to network access and server configuration within the Enterprise Infrastructure Support Branch. Utilizes leading-edge technologies to support DOC systems, including object-oriented design and programming techniques, implements and supports secure e-commerce applications, utilizes web-enabled access to data, and uses n-tier application and database designs.

**20% Data/Database Administration and Technical Support:**

Performs as the highest-level technical support person in the most complex environment; identifies and resolves the most complex technical issues related to database design, structure, access, and optimization. Maintains mastery level understanding of the administration and design of the most complex applications systems for DOC. Resolves IT operational issues and is point of contact for technical issues occurring during non-business hours.

**10% Research and Development:**

Conducts extensive technical research and advises management and staff regarding appropriate and compatible hardware and software for current business needs and strategic goals. Evaluates advanced software and hardware solutions and determines how these can most effectively be used to solve business objectives.

**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 II 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**

Specify the units and/or organizations the incumbent will interact with and the frequency of these contacts. In addition, identify the type or sensitivity of the material covered in these contacts.

**F. ACTIONS AND CONSEQUENCES**

Describe the consequences of error if the job is performed inadequately.

“Consequence of error” is a general phrase to describe a “mixture” of factors that give significance to an error, omission, or wrong decision.

If feasible, identify consequences by:

- Type (time, inconvenience, inefficiency, money, equipment, health/safety, etc.).
- Scope (whether errors or omissions have consequences, which extend beyond the work performed to affect other units or the public).
- Magnitude (low, moderate, significant, critical).

**G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Specify the working conditions, work environment, equipment that may be used, work schedule (including overtime and travel, if applicable) and any physical demands that may be present.

**H. OTHER INFORMATION**

- Describe any other requirements necessary to perform the job or other desirable qualifications/experience.
- (EX: specific license or certification, driver license, degree, special personal characteristics, etc.)

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).

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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