DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist I (Software Engineering)
Position Number: 580-151-1402-097

Working Title: Business Architect
Work Location: 1616 Capitol Avenue, Sacramento, CA 95814

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

Center/Office/Division: Information Technology Services Division
Branch/Section/Unit: Application Development and Support Branch/
Health and Administrative Support Section/
Application Development and Support Unit - Pega

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.

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.

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

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under the direction of the Information Technology Supervisor II, Application Development Support Unit – PEGA, the Information Technology Specialist I (ITS I) develops and maintains production software applications as a technical Business Architect using the Pega Rules Process Commander
(PRPC), which includes working with multiple business stakeholders to gather user requirements and/or identifying system problems and analyzing, documenting, developing, and presenting recommended solutions to various audiences. The ITS I will work with technical team members to develop user stories that capture business requirements. The ITS I acts as liaison, conveying business requirements to technical developers and ensuring the technical specifications are clearly defined.

The ITS I performs duties within the Software Engineering domain.

**Special Requirements**

- [ ] 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)**

30% Coordinates and consults with users, administrators, and engineers to identify business and technical requirements. Gathers acceptance criteria to create user stories for code development. Coordinates, conducts, and participates in application walkthroughs. Coordinates, presents, and reviews software proposals, business justifications, technical requirements and other written documentation related to software development, maintenance, and upgrades. Serves as a subject matter expert and primary point of contact for all aspects and stages of the application development life cycle. Conducts research and performs analysis to recommend system upgrades, cost-effective solutions, and process improvements. Performs system analysis and design for new development and/or modifications to CDPH applications and/or systems in compliance with department policies, guidelines, and standards. Researches new information technology (IT) for general IT industry trends including, but not limited to, application development/design and best practices. Provides recommendations to information technology management for new hardware/software products, patches, and functionalities in support of the California Department of Public Health’s (CDPH) strategic planning and goals.

20% Develops detailed work plans and budgets. Provides management and staff informed project statuses. Identifies resource requirements and negotiates for resources and schedules. Prepares documentation, proposals, and justifications such as Feasibility Study Reports, Budget Change Proposals, and technical specifications. Presents material to section and program management and staff.

20% Contacts users to discuss business and system requirements; contractors to provide oversight; and vendors to discuss existing or new technology. Develops and maintains skills for a variety of programming languages such as: Java; Javascript; Python; and SQL queries, as well as operating systems such as: Windows, Linux, and Windows Server. Researches emerging
technologies to develop new methods, criteria, and/or policies. Continues to learn newly enhanced software features related to the Pega framework, as upgrades are deployed.

20% Participates in the procurement of IT application products and services. Develops vendor requirements and evaluates vendor proposals (e.g. RFPs, Statements of Work, etc.) to provide technical level recommendations to upper management. Researches complex technical issues and presents recommendations orally, via presentations, and/or in writing.

### Marginal Functions (including percentage of time)

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<th>Percentage</th>
<th>Description</th>
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<tr>
<td>5%</td>
<td>Mentors and assists other staff in learning and performing application life cycle functions.</td>
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<tr>
<td>5%</td>
<td>Performs other job-related duties as assigned.</td>
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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.

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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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<th>Field</th>
<th>Details</th>
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<tr>
<td>Supervisor’s Name:</td>
<td>Date</td>
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<td>Supervisor’s Signature</td>
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**HRD Use Only:**

Approved By: CW

Date: 5/6/22