

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Information Technology (IT)				POSITION NUMBER (Agency-Unit-Class-Serial) 820-560-1402-001		Position ID 304
UNIT DMS and Web Deployment Services				CLASSIFICATION TITLE Information Technology Specialist I		
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE Information Technology Specialist I	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services.  This mission is accomplished through the combined efforts of four ITD sections; Application Development, Client Services, Technical Support, and Database Administration. Working together, these sections offer a full range of services including infrastructure development, network support, application development, equipment and software procurement, desktop support, web presence, technology related project management and technical support for new and emerging technologies.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Information Technology Supervisor II, this position is assigned to the Debt Management System Operations (DMS Ops) section. DMS Ops provides Debt Management System (DMS) application development and support, maintenance and operations, and Oracle database and Fusion Middleware administration services to the Public Finance Division of the STO. The section provides deployments services for application bug fixes, enhancement, and new features adhering to full System Development Life Cycle (SDLC) guidelines. The supported IT environments include production, disaster recovery, development, and test systems in multiple sites.  The Information Technology Specialist I provides complex technical consultation and support in the development of computer applications and programs for the DMS. Analyzes business requirements, designs and writes, technical specifications. Leads and performs data management activities and modeling and simulations efforts. Verifies program logic for systems testing. Leads the migration of applications/programs into production. The incumbent is expected to maintain mastery technical expertise in information/systems analysis, project management, software development life cycles, and associated IT methods, tools and technologies to satisfy the DMS business initiatives. Assures quality, security and compliance requirements are met for the system and ancillary initiatives. Leads Change Control process, technical deliverable reviews and participates in defect management activities for the DMS.						
<b>% of time performing duties</b>		<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>				
60%		<b>Analysis, Design, Programming, and Application Support:</b> Analyze, design, develop, test, and implement IT solutions by working collaboratively with the DMS team comprised of business and technology staff. Troubleshoot and perform programming tasks of the most complex production system problems, isolate causes, develop solutions, code, test, document, and install revised applications. Reverse engineer structures to develop business and technical requirements, business rules				

	<p>definition, application architecture, data model, and report design requirements. Provides leadership in analyzing the most complex system development and testing activities and works independently as a technical specialist and principal developer of the most complex applications. Incorporates programming modifications and enhancements into complex, inter-dependent systems.</p> <p>Support DMS activities related to design, code, and test, activities. Work with end users to refine user requirements, system objectives, and document technical needs for design specifications. The incumbent will lead and/or mentor application support staff in technical analysis, data management/cleansing, system development, testing, and installation efforts, using a high degree of expertise and versatility. Create business cases, assess and interpret customer needs and requirements. Lead and participate in formal and informal technical training programs as necessary. Provides support to the Public Finance Division (PFD) on matters as directed; serves as staff on a variety of DMS workgroups</p>
25%	<p><b>System/Data Architect/Technical Management:</b> Analyze system architecture and design to understand impact to the business programs, projects and other systems in the environment. Analyzes system problems, corrects program logic malfunctions and resultant database errors. Makes technical decisions and maintains a high degree of technical expertise and versatility in leading the DMS Team in analyzing, procuring, developing, testing, installing, documenting, and implementing complex applications and systems.</p> <p>The incumbent will work independently as a high-level technical specialist, performing a wide variety of the most complex analytical and technical tasks, related to the DMS system.</p> <p>Provides data architecture designs that will assist in maintaining the data integrity of the DMS system. Enforces quality control procedures and supports users in assuring data integrity.</p> <p>Continues to build competency in job knowledge by participating in educational opportunities; reading professional publications; maintaining awareness of current business and industry issues/trends; maintaining personal networks; participating in professional organizations.</p>
10%	<p><b>Project Management:</b> Provides status updates for assigned activities and data cleansing efforts, provides recommendations to the DMS Management Team on DMS activities. Assigns tasks to the DMS team and monitors progress against approved plans. Participates in DMS team meetings.</p>
5%	<p>Perform other job-related duties as required.</p>

**SPECIAL REQUIREMENTS**

N/A

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**SUPERVISOR'S STATEMENT:**

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE