

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title ACES Application Development Specialist
Name of Incumbent <i>Click here to enter text.</i>	Position Number 349-1402-031
Section/Unit ACES Discovery and Technical Tier	Supervisor's Name <i>Click here to enter text.</i>
Division Product Development Division	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 5/14/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input checked="" type="checkbox"/> Information Security Engineering | <input checked="" type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> System Engineering |

Under direction of the Information Technology Supervisor II, the incumbent will serve as a technical expert in the implementation, maintenance, and enhancement of the ACES system - a Commercial-Off-The-Shelf (COTS) system.

The incumbent provides advanced technical leadership for configuration and maintenance/operations support functions. The incumbent performs/provides expert to proficient level technical analysis and configuration activities in support of highly critical transaction processing activities.

The incumbent will need to demonstrate proficiency in these areas:

- a. Environments: An understanding of system environments (development, testing, preproduction, production) and the progression of work from lower environments to production.

Information Technology Specialist I

349-1402-031

- b. Analysis and issue identification: Analyze functional and non-functional issues in the application and identify the root cause. The ability to review code, database components, and job processing; and then, relate that information to business processes to develop a rationale for the cause of the problem.
- c. Query writing and editing: Basic to intermediate proficiency in the use of SQL so that tables and queries can be understood and edited if a change is required.
- d. Communication: Communicate in writing and orally the changes that were made to the tables and the rationale for making the changes.
- e. Collaboration: The ability to interact with teammates in a positive way and share information regarding team efforts.
- f. System Development Lifecycle (SDLC): An understanding of SDLC, along with interactive and incremental development strategies.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform the task independently, and assist newer staff in the process as needed.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused, service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
----------------------	---------------------

35%	Serves as a technical analyst on all assigned project tasks. Reviews incidents and enhancement requests that have been reported by the users of the applications in the program areas and performs an analysis of the incident/enhancement and evaluates the reason the incident occurred and develops an understanding of the the business processes that are impacted.
-----	--

A critical function of this job is to analyze the reason why there is an incident and to understand its cause. Both incidents and enhancements require the incumbent to learn about the business processes the application supports and to understand what the application is doing.

35%	After the evaluation is done, the technical analyst will determine the action that needs to be taken and identify the optimal way to correct the defect or solve the problem. The incumbent will develop a method for solving the problem and make changes to screen configuration (i.e. rules, security), .NET code in business objects, tables in SQL, database indexes, etc. to correct the problem. The incumbent will then document the solution and communicate with the team. As proficiency increases, the incumbent will be assigned the more difficult work
-----	---

15%	The incumbent may act as a technical lead for initiatives, application upgrades, or departmental notices. Incumbents with high proficiency may assign work to team members, represent their team with program areas or provide technical support to projects. The incumbent will be part of a team environment and will need to collaborate to achieve shared objectives.
-----	---

Percentage of Duties	Marginal Functions
----------------------	--------------------

10%	Incumbents with high proficiency may provide other team members with technical leadership and facilitate technical discussions. Incumbents may also support other teams depending on workload needs and Departmental priorities.
-----	--

5%	Performs other duties as assigned.
----	------------------------------------

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Rarely (1-6%)	Sitting: Constant (76-100%)
Walking: Rarely (1-6%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	

Type of Environment: a. Cubicle b. Select c. Select d. Select

Interaction with Public: a. Select b. Select c. Select.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

None

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 (Print)

Click here to enter text.

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 (Print)

Click here to enter text.

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

dmg

3/30/2023

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:

Click here to enter text.

****AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE