CALIFORNIA STUDENT AID COMMISSION
DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	Information Technology Specialist I
Working Title:	Application Developer
Position Number:	701-1402-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	4/28/23
Effective Date:	To be determined

Function (Summary of Responsibilities):

Under the direction of the Information Technology Supervisor II of the Application Development Team, the Information Technology Specialist I works cooperatively with program units and the Project Management team, serving as a technical lead for complex and time-sensitive information technology (IT) projects. The incumbent may act as a lead programmer responsible for the design, development, and implementation of Web, desktop, server, and mobile applications, including system databases and stored procedures, under a broad scope with non-specific guidelines.

Provide leadership in identifying, investigating, and recommending opportunities to incorporate emerging technology tools, practices, and techniques to improve the efficient delivery of business functions.

- ☒ Business Technology Management
- ☐ Client Services
- ☐ Information Security Engineering
- ☒ Information Technology Project Management
- ☒ Software Engineering
- ☐ System Engineering

Reporting Relationships:

Reports directly to the Information Technology Supervisor II over the Application Services Section.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission (Commission) is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

As a valued member of the Information Technology Services Division team, you make it possible for the California Student Aid Commission's (CSAC) to improve by providing expert level consultation, being innovative, resourceful, and flexible, reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as the students and schools we serve.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

30% The incumbent must maintain knowledge and understanding of technologies such as Java, Identity and Access Management, JavaScript, Angular, HTML5, CSS, Bootstrap, SOA, AWS Cloud API's, GitHub, Jenkins, Jira, Visual Studio, and TFS, DevOps, ServiceNow, Container based applications, multi-tenant applications, .Net, C#, WCF and Crystal Reports. In addition, the incumbent is expected to develop and maintain familiarity with concepts, components, and standards related to software structured programming and design, analysis methodologies and object-oriented technology, to perform the assigned duties. Assigned duties include develop front-end code to build new application UI or enhance the functionality of the current CSAC Applications, work with business, project teams, stakeholders and deliver applications. Ensure to deliver the Customers great UI and content in CSAC Applications. Develop programming logic, coding, test data, program testing, program documentation, production problem analysis, debugging and rapid correction. Create and publish documentation.

20% The incumbent must maintain knowledge and understanding of technologies such as Structured Query Language, Oracle 11g, 12c, 19c database design fundamentals, testing techniques, API's, Oracle PL/SQL, SQL, Packages, procedures, AWS Cloud RDS. In addition, the incumbent is expected to develop and maintain familiarity with concepts, components, and standards related to software structured programming and design, analysis methodologies to perform the assigned duties. Assigned duties include build new backend database objects, APIs, to develop new or enhance current CSAC applications.

15% Act as a technical advisor/resource for IT staff and the business unit in determining and analyzing the information processing needs of users, establishing the feasibility of information technology system solutions, monitors, and implements systems and may assist in the evaluation of proposed new or modified information technology system hardware and software and the development, installation, and measurement of system programs. Maintains and enhances reports; provides mentoring and technical assistance to stakeholders for development support duties as required; prepares and maintains design documents; performs testing to ensure an error-free release of software, coordinates the implementation of the new system with the user community to ensure a smooth delivery of the finished system.

10% The Information Technology Specialist I - Application Developer must be proficient in and perform work in the analysis, design, development, testing, implementation and maintenance of programming solutions and enhancements for public-facing, web-based applications. Lead multiple complex projects and tasks throughout the software

development lifecycle (SDLC) using agile method. Conduct code analysis and systems design for software applications that support business customers and CSAC stakeholders. Provide leadership in identifying, and innovating to improve the efficient delivery of stable, scalable, well-performing applications.

10%   Lead in the development of software development standards, procedures, processes, and documentation used by the California Student Aid Commission to ensure consistent state government interoperability.

10%   Provide technical assistance and production support for the legacy and modernized applications.

Non-Essential Functions

5%   Other duties as required.

ADA Requirement

Alternatives will be provided for incumbents who are unable to perform the essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the California Student Aid Commission's current telework policy. While the California Student Aid Commission supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations. The work environment is fast-paced and requires considerable flexibility in managing time, multiple changing priorities, and work assignments. Work environment requirements:

- Professional business attire.

- Required to carry a mobile device and be available by phone or e-mail.
- Requires periodic off-shift or weekend work.

Attendance:

Must maintain regular and acceptable attendance. This position is subject to on call and standby time and periodic off-shift, weekend work. This position is work week group "E" which is exempted from coverage under the Fair Labor Standards Act (FLSA). A work week group "E" or salaried employee does not receive overtime compensation and may be required to work specific hours to provide services when deemed necessary by management. Employees who are excluded from FLSA shall not charge paid leave for absences of less than whole day increments or docked for absences of less than a whole day.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature Date	Supervisor Signature Date

*Duties of this position are subject to change and may be revised as needed or required.