STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT
PM-0924 (REV 04/2021)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Information Technology Specialist II	IT/ADSD/Enterprise Application Support Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Application Lead	900-170-1414-xxx	05/03/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the IT Manager I (Section Chief) of the Enterprise Application Support Section, the incumbent serves as a Senior Technical Application Architect and Developer to support and maintain the Caltrans enterprise application portfolio including the Enterprise Resource Plan (ERP). The incumbent performs duties at an expert level to implement information technology solutions and advises management in alignment with the technical standards, best practices, and enterprise architecture. The incumbent will have full responsibilities in leading a team of developers in all aspects of the System Development Life Cycle (SDLC) methodology related to analysis, design, development, testing, implementation, and day-to-day application maintenance and operations support. The incumbent shall apply information engineering, data and process models, web-based technologies, agile software development methodologies, ERP and COTS Solutions, Business Intelligence, Data Governance and cloud environments. Works closely with business analysts, application architects, and project management office to understand requirements and delivers scalable solutions that aligns with IT Strategic vision and mission, Caltrans Application Development standards and best practices. The incumbent will research, consult and advise management in implementing standards and best practices on new tools and technology. The incumbent will develop and make effective presentations to a wide range of audience as needed. Leads the application team in resolving critical technical issues, provides training and mentors junior staff.

The incumbent will architect applications using a wide array of leading-edge technologies for both ERP, COTS, Business Intelligence, Datawarehouse using technologies like the PeopleSoft, Java, C#, Middleware(Weblogic, Message Broker), Oracle, OBIEE, Tableau, PowerBI, Google Maps, Java, and Python.

DOMAIN(S):
Software Engineering

CORE COMPETENCIES:
As an Information Technology Specialist II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity)

- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Engagement)

- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)

- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)[1]

Job Description

35%   E   Application Development and Support
Oversees the architectural aspects of design, development and implementation of projects, initiatives, and work efforts to align with enterprise architecture policies, principles, standards, frameworks, application architectures, and requirements. The incumbent is responsible for designing the interfaces between systems, develops scalable framework, and participates in developing standards on using the multiple platforms and tools. The incumbent architects, analyzes, designs, and implements complex application solutions to meet departmental business outcomes. The incumbent is responsible to architect, administer ERP and custom built applications, understand the system integrations between components, and define compliance requirements for source code. The incumbent will provide recommendations on technologies, standards, and guidelines to create new applications. The incumbent leads and
motivates the team for discussions, to participates in decisions regarding architecture to support the ERP and COTS applications team to deliver it's business outcomes. The incumbent should possess a broad knowledge of available tools, popular trends/standards, and techniques related to web application development.

25%   E   Application Maintenance and Operations
The incumbent has responsibilities to lead and perform activities related to application operations and maintenance in the ERP and COTS applications unit. The duties include application administrative tasks, performance monitoring, application optimization, system upgrades, manage and re-mediate application security vulnerabilities and threats, troubleshooting, and resolving production related issues. Develop, maintain, and follow established technology practices, processes, and procedures while participating in Infrastructure Monthly Scheduled Maintenance. Proactively identify and notify customers and stakeholders of issues that might affect application performance and operations. Lead incident and problem resolution for critical applications. Apply IT Service Management methods,
practices and follow the Change and Release management processes. Participate in meetings/product demonstrations to assess new tools that support application enhancement and for new projects.

20%   E   Agile Development and Support
The incumbent is responsible for acting as a technical lead in estimating work, reporting progress, resolving technical issues, supporting integration efforts, and coordinating with other technical leads and solution architects on new Agile implementation projects using leading-edge technologies such as ERP, COTS and cloud environments.

15%   E   Technology Research and Planning
The incumbent consults and advises management to implement standards and best practices on new tools and technologies. Works collaboratively with Enterprise Architects and Application Architects to research, define, and lead joint efforts to recommend solutions or value propositions to automate processing or improve existing business processes and associated information systems. Liaison between the technical IT staff and the business areas. Lead and advise to apply application security principles, practices, and tools.

5%   M   Other Duties
The incumbent trains, mentors staff, and new hires, attends IT meetings and forums when required to enhance and support departments' operational needs. Prepare and present unit and/or section related efforts as needed. Perform other related duties as assigned.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
 MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
The incumbent has no direct supervisory responsibilities. However, this position may require the incumbent to lead small teams to achieve common goals and objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards. Ability to: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

The incumbent should have knowledge in all phases of the Project Management Life Cycle, Change & Release Management processes, and Application Maintenance and Operations support to ensure business continuity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for extensive knowledge of IT policy, standards, processes and procedures, and working with customers and IT colleagues to identify business problems, opportunities and solutions to advance business programs. The incumbent must exercise good judgment, analyze problems, and take appropriate action. Bad judgment and/or decisions may prevent the incumbent from effectively supporting the Department's IT projects.

PUBLIC AND INTERNAL CONTACTS
The incumbent will be called upon to interface closely with program, technical and IT staff and management within the Department. In performing the responsibilities of this position, the incumbent may initiate contacts with other departments, have contact with Government and/or Control Agencies such as the Department of General Services or the Department of Technology Services; vendors of commercial tools that may be adopted by the Department; or outside consultants concerning successful project delivery.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical Requirements - The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Mental Requirements - Be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional Requirements - Be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, the incumbent will perform work indoors in a climate-controlled environment under artificial lighting utilizing a personal computer in an office/cubicle setting.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's

evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE