

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Information Technology Section/Software Development Group		DIVISION Information Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Specialist I		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-041-1402-085		CURRENT DATE 10/19/2020		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION  
Under the general direction of the Information Technology Supervisor II, the Information Technology Specialist I is responsible for developing, testing, and supporting enterprise software applications for the Software Development Group.

SUPERVISION RECEIVED  
The Information Technology Specialist I reports directly to and receives the majority of their assignments from the Information Technology Supervisor II. However, direction and assignments may also come from the Information Technology Manager I.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS  
Travel when required.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	<b>SOFTWARE ENGINEERING:</b> Leads or assists in the development and design of specifications, code, and unit testing of the Department's software applications. Provides software development and technology oversight, initiates technology feasibility studies based upon identified business requirements, communicates with the Department's business units and executive staff. Instrumental in the implementation of development protocols and procedures of complex software applications critical to the Department. Ensures the Department adapts to emerging software technologies. Possesses analytical and programming skills in order to determine software objectives and requirements. Analyzes business processes and develops software using development tools including Microsoft C# .NET, Structured Query Language, SharePoint, and Team Foundation Server. Utilizes object-oriented methodologies including Model-View-Controller, Bootstrap, Active Server Pages, and Active Data Objects.
20%	<b>SYSTEMS ENGINEERING:</b> Ensures technical requirements and system specifications are met in the development, deployment, and enhancement of software applications. Utilizes standards of the System Development Life Cycle methodology to develop software applications.
20%	<b>IT PROJECT MANAGEMENT:</b> Prepares plans and coordinates activities related to the quality assurance and deployment of systems. Provides direction to staff developing documentation and training material. Evaluates hardware and software for use in the most complex applications. Prepares complex plans and oversees the deployment of software to the field. Prepares technical training and support to system end users.
15%	<b>CLIENT SERVICES:</b> Provides end user support of the Department's software applications. This includes reviewing Help Desk queues, responding to phone calls, emails, and help tickets. Documents processes, preparing reports, conduct training, and other required support functions.
	<b>Non-Essential Functions</b>

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5%	Other duties, within the scope of the classification, as assigned.
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**TOTAL** 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE