

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 388-041-1402-031		CURRENT DATE 4/25/2023		
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 direction of the Information Technology Supervisor II, the Information Technology Specialist I is responsible for a wide variety of tasks requiring regular innovative problem-solving. The Information Technology Specialist I is responsible for multiple program areas, and is the project lead for planning, developing, and implementing technological solutions essential to the mission of the CHP. This role affects large numbers of people on a continuous basis in the Software Engineering, Client Services, and IT Project Management domains for the Software Development Group (SDG).

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
Office environment with use of computer or provided laptop. The SDG owns the code base for over 80 separate applications. Knowledge of the following listed technologies is desired but not required. Full stack developers will use a variety of Microsoft tools, including but not limited to, Visual Studio and Team Foundation Server. Developers code using ASP.NET, C#, JavaScript, Cascading Style Sheets, Structured Query Language, .NET Core, Services, application program interfaces, model-view-controller methodologies, and other technologies as required to support an enterprisewide user base.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	SOFTWARE ENGINEERING: Utilizing System Development Life Cycle methodologies established by the Section, the Information Technology Specialist I designs, develops, tests, implements, and maintains complex computer applications as part of a large scale Tier-1 Data Center. The Information Technology Specialist I develops code utilizing object-orientated tools and methodology, based on documented requirements/user stories, and performs unit tests per development best practices. The Information Technology Specialist I also works closely with the Section's server team and provides detailed implementation instructions for deployments in a tiered server environment.
20%	SOFTWARE ENGINEERING: Collaborates very closely with the project team, including analysts, testers, external stakeholders, and end users to resolve defects and develop software enhancements. Assists with test planning and test script execution. Develops and implements automated test scripts as required. Coordinates system testing, functional testing, integration testing and user acceptance testing as necessary to provide end users high quality software solutions that solve complex business challenges.
20%	CLIENT SERVICES: Works with end users to resolve support tickets. Provides training to users, other system analysts, and/or programmers. Develops and maintains programming and system documentation, writes user stories/requirements and documents defects. The Information Technology Specialist I will interact with end users and internal as well as external stakeholders in the maintenance and operation of numerous applications.
15%	IT PROJECT MANAGEMENT: Works independently in a project management capacity as the lead programmer. Assists in tracking deliverables and project reporting. Works with all staff levels, including executive management, makes presentations, facilitates meetings, and supports other state agencies and federal partners as required.

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Non-Essential Functions

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

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
Ardavan Afrasiyabi		

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