

DUTY STATEMENT

DUTY STATEMENT

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| Employee Name: Vacant | Current Date: 12/15/2023 |
| Classification: IT Specialist I | Position #: 673-860-1402-014 |
| Division/Office: OIS | CBID: R01 |
| Section: Enterprise Systems Unit | |
| Supervisor Name: Vacant / Michael Bland | Supervisor Classification: ITM I / ITM II |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. | |
| Supervisor: | Date: |

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| I have read this duty statement and agree that it represents the duties I am assigned. | |
| Employee: | Date: |

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

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| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Lead Person |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Team Leader |

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 0

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: 0

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained, and efficiently used.

The Enterprise Systems Management Section (ESMS) has responsibility for architecting and supporting the enterprise applications used to support all of CARB's most complex information systems and web-based business applications. These mission-critical systems support air quality data, scientific modeling of air quality, and meteorological data to assess the extent of the State's air quality problems, as well as register and track the performance of regulated parties whose businesses affect air quality. The systems are utilized extensively to disseminate critical program information to staff, districts, researchers, and stakeholders worldwide. The ESM Section's responsibilities include the analysis of the complex technical requirements, the development of complex technical architectures and specifications, the integration of database systems with custom and commercial web-based applications, the administration and maintenance of both physical and logical servers, cloud platform-as-a-service, administration of services and support received from the State's data centers, and advanced open-source server administration.

The Enterprise Systems Unit (ESU) has the responsibility of developing, implementing, and maintaining many of CARB's most important and complex web-based and cloud-hosted business applications. ESU provides maintenance, support, and system administration for servers and databases supporting these business applications along with the administration of the Cloud PaaS tenant. ESU provides services for all front-end and back-end components associated with the web application's visible parts, including HTTP, PHP, Java/Tomcat, Node.js, SQL query, database management, and the configuration of the application delivery controller.

CONCEPT OF POSITION:

Under the direction of the IT Manager I (ITM I) the IT Specialist I (ITS I) will provide technical leadership and expertise to administer multiple server operating systems, with a primary focus on the Linux operating systems, support the development of web and cloud-based business applications, and the full-stack development of the CARB web-based applications along with the tenant administration of the CARB Acquia PaaS.

The ITS I is a lead role for the technology and conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customer's expectations. The ITS I is responsible for individual decisions and actions while working on systems using best practices and innovative technologies. When handling confidential personnel and/or

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business data, the ITS I must maintain confidentiality and ensure the CARB web applications are highly available and the CARB websites comply with AB 434 and guidelines from the California Department of Technology (CDT).

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u> |
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| 35% E | <p>Provides programming as the lead programmer on new and maintenance development projects. Work independently and in teams as a "high-level" technical specialist on the most complex new and legacy CARB systems development and enhancement projects are secure and where needed compliant with guidelines from CDT for websites and applications that are public facing.</p> <p>Demonstrate high-level technical expertise supporting Linux OS-based servers, design and code "most-complex" software solutions. (These solutions include, but are not limited to enterprise-level, web and cloud-based software applications and relational databases running on various operating systems and hardware.)</p> <p>Code in a variety of software languages and use a variety of software tools.</p> <ul style="list-style-type: none"> - Apply design framework to code and software development best practices throughout the software development lifecycle. - Perform and document code review and debug code. - Conduct all levels of software and database testing. - Construct the Development and Test environment. - Skillfully bring the software solution into Production. - Code enhancements and bug fixes during the Maintenance and Operations phase. |
| 20% E | <p>Provides technical leadership and guides development teams to achieve the optimal system design and code; mentors junior staff to raise the technical performance level of the team. Leads standup meetings, design meetings, and code reviews with the team. Recommends technical solutions to management and customers for consideration. Fulfills management or customer direction individually and through the team. Ensures team's code and documentation is complete, secure, and error-proof, follows programming best practices and chosen design framework, and fulfills business and technical requirements. Effectively communicates new ideas, issues, and corrective actions. Creates and delivers presentations. Evaluates vendor products and recommends best licensing options.</p> |
| 20% E | <p>Effectively documents and updates software design/architecture, application code, database schema, data dictionary, screen mockup, user story, business requirements, work plan, release plan, technical standards, test plan, test script, code review, technical implementation plan, and user guide. Translates business requirements into design documents such as context diagrams, logical diagrams, use cases, data flow diagrams or other business analysis documents. Documents technical project issues,</p> |

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| | <p>technical risks, and mitigation strategies. Writes status reports and provides interim updates upon management request. Participates in system appraisals and feasibility studies and supports associated procurements by writing statements of work.</p> |
| 10% E | <p>Meets with customers and provides solutions to meet program business needs through technology. Researches and presents new technologies and methods to accomplish Program's objectives. Increases OIS' productivity and efficiency through process improvement, applying new development tools and methods, developing reusable code, and sharing improvement ideas with the team and management. Strives to maintain and increase CARB's reputation and technical competence as the world leader in Air Quality Management.</p> |
| 10% E | <p>Research emerging information technology and evaluate its applicability and feasibility for agency use. Ensure the non-functional requirements for assigned areas are revised quarterly.</p> <p>Attending the architecture board, DevOps, and Web Governance meetings. Design, develop, and evaluate prototype applications and procedures to demonstrate new technology.</p> <p>Conduct workshops, and present to division staff and other audiences to communicate the impact of new technologies or procedures, work with the annual budget and procurement cycles to ensure support contracts and product renewals are processed in a timely manner, and other duties as assigned.</p> |
| 5% M | <p>Participate in agile development teams including providing development as a part of a scrum team. Provide technical leadership backlog development, prioritization, sprint planning, demonstrations, and retrospectives.</p> <p>Engage with business units and program staff to create product roadmaps, keep them aware of emerging needs, and escalate technical issues. Report to the supervisor on the status of projects.</p> <p>May perform other duties within the scope of the classification as required.</p> |