

Duty Statement

Classification: Information Technology Specialist II	
Working Title: Full Stack Developer	
Program: Enterprise Technology Services (ETS)	
Division: Medi-Cal Enterprise Systems Modernization Division (MESMD)	Branch: Factory and Engineering Branch
Section: Application Engineering and Development Section AEDS	Unit: Medi-Cal Development Unit (MDU)
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Number: 802-363-1414-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 3 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: N/A
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary: The ITS II will work independently on teams, and in some instances as a lead technician to coordinate and implement activities needed to meet the business objectives through the enhancement and modification of application systems and software upgrades. Assignments will involve multiple tasks and will require effective oral and written communication. The incumbent will have responsibility for specific task assignments. The manager provides administrative direction with assignments in terms of defined missions or functions. The incumbent has responsibility for planning, designing, and carrying out programs, studies, or other work with minimal direction. The manager allows the incumbent to exercise technical decision-making but reviews recommendations for new projects or technical documentation.</p> <p>The Full Stack Developer is a part of a cross-functional team using agile framework and methodologies to provide technical expertise in the following areas using modern open-source software, web development tools, techniques, and methods for the creation and deployment of user-facing interfaces and deploying backend web applications, including all aspects of server-side processing, data storage, high performance, and responsive integration with front-end development.</p> <p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

- **Description of Duties:** Understanding the business process and requirements of DHCS program areas.
- Developing, promoting, and deploying front-end and back-end applications.
- Monitoring the health of the underlying DHCS Information Technology (IT) infrastructure that support SaaS and CI/CD solutions.
- Onboarding and administering users for solutions including securing systems using enterprise identity providers and native system roles.
- Working independently as well as closely with vendors to plan, develop and implement changes and upgrades to applications and resolve bugs and issues.
- Attending meetings and coordinating efforts with internal and external stakeholders.
- Creating and maintaining technical and standards documents.
- Providing day-to-day operational activities related to software solutions.

The IT Specialist II shall have the following experience:

- Must have a bachelor's degree in an IT-related Engineering field.

Must have a minimum 3+ years of experience using modern, frontend web development tools, techniques, and methods for the creation and deployment of user-facing interfaces.

- Must have a minimum 1+ years of experience with React.js.
- Must have a minimum 3+ years of experience using modern, open-source software to prototype and deploy backend web applications, including all aspects of server-side processing, data storage, and integration with frontend development.
- Must have a minimum 2+ years of experience delivering software in an agile environment.
- Must have a minimum 1+ years of experience working with a cloud platform (e.g., AWS)
- Must have a minimum 1+ years of experience working with frontend testing frameworks (e.g., Mocha, Jasmine)
- Must have a minimum 1+ years of experience working with unit testing frameworks (e.g., Jest, Mocha, Jasmine, Pytest)
- Must have a minimum 1+ years of experience developing and consuming web-based RESTful APIs
- Must have a minimum 1+ years of experience working with open-source technologies (e.g., PostgreSQL, MySQL)
- Must have a minimum 1+ years of experience working with git repositories.
- Must have an experience with Agile tools as JIRA, confluence.

Preferred Skills:

1. Excellent communication skills, with the ability to convey technical information to both technical and non-technical stakeholders.
2. Experience with Continuous Integration and Continuous Deployment (CI/CD) pipelines, such as Jenkins or CircleCI.

As a Full Stack Web Developer, you will be part of a team that will build a modern, cloud native web application utilizing open-source technologies on the AWS platform. You will work and collaborate within a high performing team utilizing the Agile Scrum methodology. As part of the team, you'll implement software utilizing a DevOps CI/CD pipeline and a GitOps approach.

<p>% Of Time</p>	<p>Essential Functions</p>
<p>40%</p>	<p>System Analysis and Engineering</p> <p>The ITS II manages and administers software solutions, translates business requirements into technical requirements and frequently collaborates with vendors, DHCS program area staff, system architects, developers, and testers to implement releases. The ITS II coordinates problem-solving efforts and ensures the conformity of IT standards and policies by management, other IT staff, vendors, and external entities. The ITS II gains and maintains knowledge of software solutions and performs the development of business rules and requirements. The ITS II provides analysis in support of critical modules for DHCS. The ITS II develops project timeline estimates and work plans, and consults with users to define system enhancements and establish priorities.</p> <p>The ITS II develops architectures that support software implementations, develops workflows in software that support business requirements, secures systems in adherence with the department's IT security policies and standards, and builds integrations between vendor solutions and DHCS systems. The ITS II knows and understands the roles and responsibilities of governance, oversight and regulatory entities and assures quality control and dependability of systems.</p> <p>The ITS II applies Software Development Life Cycle (SDLC) to perform custom application design and development on complex software systems including but not limited to web applications, web services, and SQL databases. The ITS II troubleshoots and resolves issues in applications, servers, and databases. Manages ServiceNow and Jira tickets through resolution, as needed.</p>
<p>25%</p>	<p>Product Management and Administration</p> <p>The ITS II independently performs IT project tasks including writing and reviewing issue papers, project plans, requirements analyses, risk assessments, and risk mitigation plans. The ITS II monitors on-going maintenance operations activities including test plans, test schedules, test cases, and releases, and monitors project progress through all phases of implementation, develops and maintains project budgets, conducts status meetings with project sponsors and upper management.</p> <p>The ITS II works independently at a senior-level as a technical lead for software implementation and on-going maintenance operations. The ITS II shall collaborate with vendors to understand the capabilities of the software solution and identify gaps, mitigate risks, resolve defects, review technical requirements, meet with DHCS program area staff, manage budgets, timelines, and relay information. The ITS II will coordinate project activities; keep other staff abreast of project status and demonstrate leadership in identifying new issues and business opportunities.</p>
<p>20%</p>	<p>Management and Requirements</p> <p>The ITS II facilitates communication and interaction between DHCS program areas, vendors, and IT staff. Understands business requirements and translates them into technical requirements. Reviews change request documents to ensure that the vendor has captured the technical requirements correctly for any new requests from the business area. Generates Key Performance Indicator (KPI) reports for the established Service Level Agreements (SLAs) in the vendor contract and hold the vendor accountable on the missed SLAs. The ITS II coordinates communications between customers, vendors, IT staff, and management to assure that business requirements and timelines are met.</p>

Acknowledgements:		
Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.		
Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.		
Employee Name:	Employee Signature:	Date:
Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name:	Supervisor Signature:	Date: