

DUTY STATEMENT

Employee Name:	Position Number: 580-150-1414-010
Classification: Information Technology Specialist II (Software Engineering)	Tenure/Time Base: Permanent/Full-Time
Working Title: Business Architect and Scrum Leader	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Platform Services Branch/ Enterprise DevOps Section I

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the general direction of the Information Technology Manager I, within the Enterprise DevOps I Section. The incumbent will serve as a technical Business Architect and Scrum Leader and work with technical team members to facilitate all scrum meetings, as well as leading all

agile team activities; develop and maintain production software applications; act as a liaison conveying business requirements to technical developers and ensuring the technical specifications are clearly defined. This includes gathering user requirements and/or identifying system problems, analyzing, documenting, developing, and presenting recommended solutions to various audiences.

The ITS II will perform duties in the Software Engineering Domain.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Lead communication for all phases of the software development lifecycle with customers, co-workers, and management through discussions, meetings, and written documentation. Gather acceptance criteria to create user stories for code development. Manage, conduct, and participate in application walkthroughs. Organize, present, and review proposals to update and amend current software application projects. The incumbent will serve as a subject matter expert and primary point of contact for all aspects and stages of the application development lifecycle. The ideal candidate will conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements in support of California Department of Public Health (CDPH) strategic planning and goals.

Coordinate and consult with users, administrators, and engineers to identify business and technical requirements. Gather acceptance criteria to create user stories for code development. Manage, conduct, and participate in application walkthroughs. Organize, present, and review proposals to update and amend current software application projects. Serve as a subject matter expert and primary point of contact for all aspects and stages of the application development lifecycle. Conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements. Provide recommendations regarding application or system issues in support of CDPH's strategic planning and goals. Perform system analysis and design for new development and/or modifications to CDPH applications and/or systems in compliance with Department policies, guidelines, and standards. Research new information technology (IT) or technologies for general IT industry trends including, but not limited to, application development/design and best practices. Provide recommendations for new hardware/software products, patches, and functionalities. Champion adherence to consistent application of the Scrum Framework including roles; events; artifacts; and standards for artifact transparency being done and ready. Identifies the scrum team's gaps in the scrum framework and leads them to adopt new practices by focusing on scrum values, agile manifesto values and principles. Develop written agile user stories with acceptance criteria and breaking them down into smaller tasks. Create velocity tracking and graphs (e.g., sprint burndown, release burndown) using either Agile project management software (e.g., ADO, JIRA, Rally,

VersionOne, Trello) or advanced Microsoft Excel skills. Utilize excellent verbal communication skills in conflict resolution and negotiation.

- 25% Develop detailed work plans and software project timelines. Provide management and staff informed project statuses on both current and proposed software initiatives. Identify resource requirements such as staffing needs, time allocation and impact to current development efforts, negotiate for resources and schedules. Prepare documentation, proposals, and justifications such as Feasibility Study Reports, Budget Change Proposals, and technical specifications. Present progress reports to section and program management and staff.
- 20% Contact business stakeholders to discuss business and system requirements; contractors to provide oversight; and vendors to discuss existing or new technology. Develop and maintain skills for a variety of programming languages such as: Java; JavaScript; Python; and SQL queries as well as operating systems such as: Windows, Linux, and Windows Server. Research emerging technologies to develop new methods, criteria, and/or policies. Continues to learn newly enhanced software features related to the Microsoft Power Platform framework, as upgrades are deployed.
- 20% Participate in the procurement of IT application products and services. Develop vendor requirements and evaluate vendor proposals (e.g., RFPs, Statements of Work, etc.) to provide technical level recommendations to upper management. Research complex technical issues and presents recommendations orally, via presentations, and/or in writing.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: D.S.

Date: 5/1/2024