

☒ Current
☐ Proposed

Civil Service Classification: Information Technology Specialist II
Working Title: Senior IT Application/Web Developer
Division Branch Name: Division of Information Technology
Incumbent: Vacant
Position Number: 797-920-1414-001
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): System Engineering, Software Engineering

DESCRIPTION:

Under the general direction of the Information Technology Manager I, Application Development and Database Administration Branch, the Information Technology Specialist II (ITS II) is CDA's Senior IT Application/Web Developer. Incumbent provides technical leadership and expertise in application and web development, providing innovative problem-solving while adhering to CDA system architecture. The ITS II will act as a lead for the application development team, by providing technical and professional guidance in the design, development and maintenance of websites, applications and IT projects, while ensuring the security, performance, availability, continuity, and capacity are optimized to meet departmental needs. Additionally, the ITS II is responsible for the following, including, but not limited to: Ensuring department applications and website are compliant with the American Disability Act Ensuring adherence to project plan scope, schedule, and resources; developing and maintaining data and security standards in accordance with industry best practices and state standards; ensuring adherence to proper security controls; providing peer review of applications and IT solutions; and advising management regarding IT policy and strategy.

ESSENTIAL JOB FUNCTIONS:

40% Define and design software solutions using industry standards and methodologies. Develop detailed plans for IT systems execution, including design, coding, testing, defect management, system integration, implementation, and documentation of software components by outlining tasks, and developing timelines and schedules with IT Project Managers to ensure IT Project success. Debug software using various programming tools and systematic debugging methods. Design and implement system access controls to maintain system security in compliance with information security best practices and standard IT operating procedures. Develop, update, and implement standards, procedures, and controls with DIT staff to ensure proper development, installation, configuration, maintenance, security, reliability, and availability of databases and applications. Perform software product deployment, release management activities. Develop and maintain comprehensive software documentation for each phase of the systems development life cycle to ensure maintainability.

35% Lead, support and mentor IT web development staff by providing technical guidance and ensuring adequate team coverage through documentation, meetings, emails or communications to ensure timely delivery of web development services that meet CDA program needs. Provide peer review of system designs and code to ensure consistency, quality of coding, and Americans with Disabilities Act (ADA) compliance prior to releases. Monitor and lead webpage fixes in collaboration with program and web development staff to maintain ADA and policy compliance. Create and execute test plans for upgrades or releases. Troubleshoot, track, and conduct root cause analysis of issues until resolution or escalation. Conduct research and analysis of issues to recommend upgrades, cost-effective solutions, and process improvements to meet current and future needs. Coordinate systems installation, operations, maintenance, repairs, and/or upgrades with IT staff and management. Conduct disaster and recovery analysis and implement and administer activities. Monitor and audits of system components, performance, and traffic analysis. Manage configuration and release management for system components. Analyze data to identify trends or relationships among variables and provide metrics to support service level agreements. Consult with stakeholders to identify system requirements and recommend technology solutions. Advise, design, and participate in developing new databases and applications aligned with organizational needs and when web or application changes are needed.

15% Communicate with other DIT team members and management to discuss current issues, concerns, ideas, and options for future direction of the communication, web, and application infrastructure to ensure alignment with organizational goals. Use forms and reports as needed to support communication. Update department staff on assignments, work item in progress, addressing potential or current issues to promote effective collaboration. Manage work items owned by incumbent to ensure timely completion with satisfactory quality and adequate documentation.

5% Analyze IT technologies and solutions, including Return on Investment potential, in collaboration with CDA staff. Advise management on the status and needs of IT systems. Develop and maintain IT policies and procedures as necessary to support effective, efficient, and aligned IT operations for CDA programs.

MARGINAL JOB FUNCTIONS:

5% Perform other related duties, as required

TRAVEL: Not required.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: PS Date Approved: 9/8/25

Revision Date (if applicable): _____