

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE	DIVISION NAME
Information Technology Specialist I	Information Technology Division
WORKING TITLE	OFFICE/SECTION/UNIT NAME
Application Development Specialist	Business Application Services Office, Application Innovation Services Section
EMPLOYEE NAME	POSITION NUMBER
Vacant	333-360-1402-VAR

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

The Information Technology Specialist I (ITS I) plays a key role in developing and supporting secure, scalable applications within the Financial Information System for California (FI\$Cal) Enterprise Resource Planning (ERP) System. This position involves working with cross-functional teams to gather system requirements, design technical solutions, and support all phases of the System Development Life Cycle (SDLC). The ITS I integrates systems with external partners, resolves technical issues, and ensures strong performance and security. The ITS I also works independently, providing enterprise-wide application development support of the system reports, interfaces, conversions, enhancements, and forms (RICEF) and application security configuration within FI\$Cal.

The ITS I is also responsible for troubleshooting production application issues, performing root cause analysis and implementing solutions to fix application defects. Strong problem-solving skills, technical expertise, and the ability to work in a fast-paced environment are essential to supporting the department's mission of delivering reliable financial services statewide. While the primary focus is software development, the role may include tasks in other IT areas as needed.

SUPERVISION RECEIVED

The Information Technology Specialist I reports directly to ITM I.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40%	Application Development • Assess development and integration by analyzing business objectives, technical requirements, and data flow processes to identify potential risks, system impacts, and performance considerations. • Design, develop, test and maintain secure, scalable application solutions that include front-end, middleware, and back-end components, ensuring seamless integration with enterprise and partner systems. • Develop integration solutions using Application Program Interfaces (API), web services, SQL, and middleware tools to enable efficient data exchange, enhance system interoperability, and automate business processes. • Evaluate technical solutions to identify dependencies, security vulnerabilities, and scalability concerns, ensuring robust system performance. • Conduct comprehensive impact assessments for both application and integration changes to mitigate risks and minimize disruptions to existing functionality. • Collaborate with stakeholders to define integration requirements, establish standards, and align development efforts with enterprise architecture. • Perform thorough testing, including data mapping validation, end-to-end process testing, and performance assessments to confirm successful deployment and system behavior. Document technical designs, integration workflows, and system configurations to support knowledge sharing, troubleshooting, and future enhancements.
40%	Application Support • Provide analytical and technical support for incidents and integration issues. • Troubleshoot production application issues, implement solutions, conduct performance tuning, and effectively communicate changes with stakeholders. • Perform root cause analysis, create knowledge base article, and transition knowledge to partner support teams. • Maintain roles, permission lists, query trees, menus and other objects for providing secure and appropriate access to PeopleSoft applications. • Assist with application patches, upgrades, and configurations. Analyze, design, build, test, and migrate technical production changes.

15%	Training and Knowledge Transfer Duties • Effectively participate and communicate in meetings and discussions providing expertise in application methodologies. • Collaborate with development staff to share learnings and support sprint retrospectives, actively participating in continuous improvement efforts. • Contribute to the development of training materials and provide education and training to peers and partner application support teams.
% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a handcart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst: PGR

Date Revised: 10/3/2025