



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b>	<b>DIVISION NAME</b>
Information Technology Specialist I	Information Technology Division
<b>WORKING TITLE</b>	<b>OFFICE/SECTION/UNIT NAME</b>
Application Development Analyst	Financial Application Services Section
<b>EMPLOYEE NAME</b>	<b>POSITION NUMBER</b>
Vacant	333-350-1402-027

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**

Under the guidance of the Information Technology Manager I (ITM I), the Information Technology Specialist I (ITS I), Application Development Analyst, assumes the role of a technical specialist to examine, devise, create, incorporate, document, rectify, and uphold customizations for diverse applications across the organization. Operating autonomously, the analyst delivers comprehensive support for enterprise-wide application development, addresses challenges in production applications, and guarantees compliance with the department's strategic business and technological vision, goals, and objectives.

The responsibilities associated with this role encompass software engineering, business intelligence application development, and web application development, while also following the system development life cycle and adhering to department standards.

**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><b>% OF TIME</b></u>	<u><b>ESSENTIAL FUNCTIONS</b></u>
<b>40%</b>	<p><b>Application Development</b></p> <ul style="list-style-type: none"> <li>• Translate functional designs into technical solutions and develop technical design documentation.</li> <li>• Build and test custom components for enterprise applications.</li> <li>• Design, develop, and maintain application security configurations.</li> <li>• Collaborate with stakeholders to develop common formats and standards for application development.</li> <li>• Conduct quality assurance and control on application customizations.</li> </ul>
<b>40%</b>	<p><b>Application Support</b></p> <ul style="list-style-type: none"> <li>• Provide analytical and technical support for incidents and issues reported for applications.</li> <li>• Troubleshoot production application issues and implement solutions.</li> <li>• Perform root cause analysis and create knowledge base articles.</li> <li>• Assist with application patches, upgrades, and configurations.</li> <li>• Analyze, design, build, test, and migrate technical production changes.</li> </ul>
<b>15%</b>	<p><b>System Analysis</b></p> <ul style="list-style-type: none"> <li>• Participate in meetings and discussions providing expertise in application methodologies.</li> <li>• Mentor development staff and provide technical assistance.</li> <li>• Contribute to the development of training materials and provide education and training to team members.</li> </ul>
<u><b>% OF TIME</b></u>	<b>• MARGINAL FUNCTIONS</b>
<b>5%</b>	<p>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.</p>

**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.)

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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.

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Hiring Manager Signature

Date

HR Analyst PGR

**Date Revised: 10/2/2025**