

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Information Technology Specialist I	OFFICE/BRANCH/SECTION IT/ADSD/Custom Applications	
WORKING TITLE Software Developer	POSITION NUMBER 900-170-1402-061	REVISION DATE 10/07/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the IT Supervisor II over the Custom Applications Support unit, the incumbent serves as a developer/technical specialist to support and maintain the Caltrans application portfolio. The full responsibilities include analysis, design, development, test, implement, maintain, fix defects, application enhancement, monitor and operational support. Develop interfaces between different systems, web application configuration, develop reports and other necessary technical outputs. The incumbent participates in the system analysis, development and documentation of new system design specifications, processes and procedures that align with Caltrans application development standards and best practices. Participate and contribute to project planning, project status reports, technical oversight, procurement management, quality and scope management. The incumbent must have the ability to understand and apply information engineering, data and process models, web-based technologies, and agile software development and methodologies. Participates in special IT projects as required. The incumbent should have in-depth knowledge of the Software Development Life Cycle (SDLC), Change and Release Management processes, and Operation and Maintenance of applications to ensure business continuity. Provides technical training and mentors junior staff.

The incumbent will design, develop, configure, test and customize integrations between various platforms and Internal Systems. The incumbent will develop, customize, test, support and maintain web and mobile applications using various software platforms and tools. These tools include Programming Languages and Platforms such as, Linux, Windows IIS Server, JavaScript, HTML, XML, Java, .Net, Spring Framework, Python, Objective-C, C++, C#, Oracle DB/PL-SQL, SQL, MySQL.

DOMAIN(S):

Software Engineering

CORE COMPETENCIES:

As an Information Technology Specialist I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Equity, Innovation, Integrity, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Collaboration, Innovation, Integrity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Prosperity, Employee Excellence - Innovation, Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Equity, Prosperity, Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Equity, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Prosperity - Innovation, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Application Development and Support The incumbent analyzes, designs, develops, implements, maintains and documents small-to-large application solutions to meet departmental business requirements. The incumbent partners with infrastructure and information security team to ensure that application solutions are built, tested, deployed and maintained in alignment with IT standards and best practices. Consults with and advise management on the planning, development, implementation, and coordination of IT issues, and to resolve in an effective and efficient manner. Participate and provide technical deliverables, review documents related to application related activities, assesses impact of potential scope changes, and provide status to the project manager. Perform activities in accordance to established standards related to Request Fulfillment, Incident, Change, Release and Problem Management. Participate and advise in system integration and performance testing, and peer review processes to ensure that existing departmental standards and policies are followed in design and development activities. Participate in division activities related to establishing new and or enhanced practices and processes, and technology implementations as needed.
40%	E	Application Operations and Maintenance The incumbent has responsibilities to participate and perform activities related to application operations and maintenance in the Custom Applications Support unit. The responsibilities include application administrative tasks, application configuration, performance monitoring, application optimization, system upgrades, manage and remediate application security vulnerabilities and threats, troubleshoots and resolves production related issues. Develop, maintain and follow established technology practices, processes and procedures while participating in Infrastructure Monthly Scheduled Maintenance and SaaS Quarterly Maintenance and Release. Develop and maintain Systems Maintenance Manuals, notify customers and stakeholders of issues affecting application performance and operations. Participate in meetings/product demonstration to assess new tools that support application enhancement and for new projects.
15%	E	Testing and Analysis The incumbent collaborates with stakeholders on systems test activities including planning, unit testing, system testing, integration testing, advise business area during User Acceptance Testing (UAT), and assist with user training as required. Report and correct issues such as defects and application bugs found during the test phase of the system development life cycle. The incumbent is required to engage and adapt to new tools, techniques and technologies to ensure divisions can support business continuity and support Caltrans Information Technology standards.
5%	M	Other Duties The incumbent trains, provides staff on-boarding, attends meetings to represent the unit and or the section. Prepare and present unit and or section related efforts as needed. Attend IT forums and presentations as needed. Perform other duties as required.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent has no direct supervisory responsibilities. However, this position may require the incumbent to lead small teams to achieve common goals and objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge in 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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for extensive knowledge of IT policy, standards, processes and procedures, and working with customers and IT colleagues to identify business problems, opportunities and solutions to advance business programs. The incumbent must exercise good judgment, analyze problems, and take appropriate action. Bad judgment and/or decisions may prevent the incumbent from effectively supporting the Department's IT projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be called upon to interface closely with program, technical and IT staff and management within the Department. In performing the responsibilities of this position, the incumbent may initiate contacts with other departments, have contact with Government and/or Control Agencies such as the Department of General Services or the Department of Technology Services; vendors of commercial tools that may be adopted by the Department; or outside consultants concerning successful project delivery.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements - The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Mental Requirements - Be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional Requirements - Be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, the incumbent will perform work indoors in a climate-controlled environment under artificial lighting with a personal computer in an office/cubicle setting. Employee may be required to travel. Some weekend or after hours work may be required. The incumbent must carry a cell phone and respond to calls after hours to lead multi-disciplinary IT professionals' team(s) in organizing, analyzing, troubleshooting and resolving IT system problems; may travel to various Caltrans locations to provide expertise for IT operations.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
----------------------	------

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
------------------------	------