DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Information Technology Specialist I	**POSITION NUMBER** 538-406-1402-001
WORKING TITLE Application Developer	**DIVISION/UNIT** Enterprise Technology Services Division
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST DESIGNATION** 5

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general direction of the Information Technology Manager I, The Information Technology Specialist I (ITS I) serves as the technical specialist for development, and technical data administration for the Strong-motion Accelerographic Recovery and Analysis (SARA) system within the California Geological Survey's Strong Motion Instrumentation Program (CSMIP) of the Department of Conservation (DOC). Provides expertise in advanced business analysis, application development, and project management. The information Technology Specialist I maintains expertise in various hardware, software, services, and various programming languages including, but not limited to Fortran, Python, Perl, MySQL, PostgreSQL, Perl/CGI, PHP, HTML, CSS, JavaScript, Git, DevOps Tools, Shell Scripting (Linux), Batch & PowerShell Scripting (Windows), Microsoft SQL Server, and a variety of web development and GIS tools. Provides technical advice on emerging technical developments and how these might impact critical DOC systems. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	**Programming and System Integration:** Performs as a technical specialist working within the DOC's development methodology. In this capacity, the incumbent designs, programs, and implements the most complex

	programming and system integration applications to support mission critical statewide SARA system development and maintenance. Acts as a technical specialist for the activities that are performed by the Enterprise Technology Services Division in collaboration with the CSMIP. Coordinates infrastructure needs related to data, applications, network access and server configurations with the Infrastructure Network Security and Server Administration Branch. Consults with or advises management on analyzing business problems and opportunities, planning, development, implementation and coordination of IT or other technical issues. Communicates effectively, both orally and in writing with subordinates, peers, clients, customers, senior management and executives. Maintains mastery of various programming languages, databases, and development tools including web and mobile applications. Provides expert advice to application developers, network and operating systems support staff, and end users regarding technology projects and how business, security and technical changes might impact the SARA system and other critical DOC systems.
30%	**Business/System Analysis and System Development:** Works independently in analyzing complex business processes, designing technical and procedural alternatives, and implementing complex programs and systems. Utilizes leading-edge technologies to support CSMIP and DOC systems, including object-oriented design and programming techniques, implements and supports secure e-commerce applications, utilizes web-enabled access to data, and uses n-tier application and database designs. Ensures the software Quality Assurance and Quality Control (QA/QC) testing is performed and ensures end-user requirements are fully met. Collaborates with the Infrastructure Network Security and Server Administration Branch to develop infrastructures related to network access and server configuration for DOC applications.
20%	**Technical Support:** Performs as the technical support person in the most complex environment; identifies and resolves the most complex technical issues related to database design, structure, access, and optimization. Optimizes the data management of the SARA system in order to remove redundancies of data and ensure the access of the data and metadata to our stakeholders. Ensures efficient transfer and dissemination of data from SARA to stakeholders and optimize the operation of receiving strong motion data using parallel computation in the cloud to increase capabilities. Maintains mastery level understanding of the administration and design of the most complex applications systems for DOC. Resolves IT operational issues and is point of contact for technical issues occurring during non-business hours.
10%	**Research and Development:** Researches and tracks current trends in technology. Prepares reports and gives presentations to colleagues and management. Conducts technical research to provide recommendations to management and staff regarding appropriate and compatible hardware and software. Maintains expertise on software and hardware solutions and determines how these can most effectively be sued to solve business objectives. Performs other related duties consistent with specifications of the classification.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	**Administration:** Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Information Technology Specialist I reports directly to and receives the majority of assignments from the Information Technology Manager I; however, direction and assignments may also come from other supervisory staff within ETSD or project manager with the CSMIP.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

The Information Technology Specialist I will have frequent contact with department managers and staff in order to design, develop and implement systems that meet the business needs as specified by the business and system requirements. The Information Technology Specialist II will represent the organization within and outside the DOC in a way that will enhance public respect for, and confidence in the employee, Department and State Government as a whole.

ACTIONS AND CONSEQUENCES:

The Information Technology Specialist I is expected to act independently in their duties. Major decisions based on business and system analysis related to DOC applications, network and systems design may be based on their recommendations. Poor recommendations may, therefore, create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide a critical service to the public or which respond to a legislative mandate.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Per article 19.1 of your Memorandum of Understanding (MOU), the regular workweek of full-time employees shall be forty (40) hours, Monday through Friday, and the regular work shift shall be eight (8) hours. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for DOC Headquarters are 8:00 a.m. to 5:00 p.m. On-site work may be required based upon the business need. You are expected to be prompt, courteous, thorough, and professional when interacting with state employees, peers, and management. Part of good customer service is listening to and communicating with our customers. To facilitate efficient and effective communication, review calendar availability then schedule phone calls or meetings with others as appropriate. Telework is subject to satisfactory job performance and may be canceled due to business needs. Employees are expected to be reachable by phone, email, and

instant message during their designated telework hours. It is expected that staff abide by the provisions set in the DOC Telework Program Policy and Procedures, State Information Security Policies and State Telework and Remote Access Security Standard. Damaged or lost equipment is to be reported to your supervisor immediately.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	- Work in a high-rise building - Work in an open modular workstation in an air-conditioned office - Sitting at a desk in the office during core office hours using a computer and related software applications at a workstation. - Ability to move boxes weighing up to 20 pounds. - Work under pressure to meet deadlines. - Ability to sit for periods of up to 4 hours and key at a computer for up to 4 hours at a time. - Transport and move heavy objects.
OCCASIONALLY	- Work overtime, if required. - Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) Including overnight lodging inside California may be required. - Operation of state-owned vehicle to drive long hours to meetings. - Working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California.

OTHER INFORMATON:

Knowledge of: Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing, statistical methods; principles of public administration, organization, and management; and principles of personnel management.

Ability to: Write complex programs; develop detailed program specifications; analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative relationships with

The duties of this position are subject to change and may be revised as needed or required.

This position is subject to the Department's Conflict of Interest Code (Form 700) Policy.

POSITION DUTY STATEMENT

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 your supervisor).		
Employee Printed Name	**Employee Signature**	**Date**

I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**