DUTY STATEMENT

Employee Name: Vacant	Current Date: 11/5/25
Classification: IT Specialist II	Position #: 673-860-1414-020
Division/Office: OIS / SDSB	CBID: R01
Section: Application Development	
Supervisor Name: John Moua	Supervisor Classification: ITMI

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Systems Development and Support Branch (SDSB) is responsible for the development and ongoing support of IT solutions to CARB's complex business, scientific, and engineering program needs. The Branch implements solutions, and supports ongoing operations, maintenance, and hosting services necessary to sustain CARB business applications and systems through their business life.

Within SDBS, the Application Development Unit (ADU) develops, implements, and maintains many of CARB's most complex information systems. These systems capture, process, report, and manage collected air quality data. These systems capture, process, report, and manage collected air quality data. They also register and track the performance of regulated parties whose businesses affect air quality. Unit staff analyze business requirements, develop and test applications, and integrate database systems with data acquisition, data retrieval, data analysis, and data presentation programs. Unit staff maintain and enhance implemented applications and databases, and train application owners and end users.

CONCEPT OF POSITION:

Under general direction of the Information Technology Manager I, the Information Technology Specialist II provides technical expertise to develop and support complex CARB business applications. In collaboration with project managers, business owners, subject matter experts, and co-developers (state and contracted), the IT Specialist II works on a variety of information technology (IT) activities that span the full software development lifecycle. The IT Specialist II's professionalism and software expertise leads to superior customer satisfaction and delivers products and services that meet or exceed the customer's expectations. The IT Specialist II provides technical expertise and support for a variety of IT activities, such as, but not limited to, development of software/applications, software/application testing, development of software lifecycle processes and standards, updates to the Board's technical architecture, and technical support in the development of highly complex IT feasibility studies, IT procurements, and IT acquisition plans. The incumbent must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining constructive professional relationships with management, customers, peers and vendors. The incumbent maintains and processes confidential personnel data.

INFORMATION TECHNOLOGY DOMAINS:

☐ Business Technology Management

☐ Information Security Engineering

☐ IT Project Management

☒ Software Engineering

☐ Client Services

☒ System Engineering

% OF TIME	RESPONSIBILITIES OF POSITION
35% E	[Application Development] Serve as IT application lead programmer on new and maintenance development projects. Demonstrate high-level technical expertise in designing and coding complex software solutions. These solutions include, but are not limited to enterprise-level, web-based software applications running on various operating systems and hardware. Work independently and in teams as an intermediate-level technical specialist on complex new and legacy CARB systems development and enhancement projects. Code in a variety of software languages and use a variety of software tools. Apply design framework to code and software development best practices throughout the software development lifecycle. Assists with defining and implementing procedures for supporting software development in cloud environments. Perform and document code review and debug code. Conduct all levels of software and database testing. Construct the Development and Test environment. Skillfully bring the software solution into Production. Code enhancements and bug fixes during the Maintenance and Operations phase. Ensure security controls are met throughout the lifecycle for all IT assets. Provide lead support covering programming languages.
25% E	[Database Support] Provides relational databases support related to applications and assigned systems. Leads the technical aspects of development projects and ensures critical business functions are addressed and completed. Coordinates with technical and user project managers to review development and maintenance components of project plans with an emphasis on the database requirements and sizing. Assists in the ongoing development and process improvement of technical best practices for data movement, data quality, data cleansing, and ETL (Extract, Transform, Load) related activities. Analyzes the SQL (Structured Query Language)

	database infrastructure and services availability, performance, operations, and problem tickets, and alerts and informs the appropriate personnel to take actions promptly. Analyzes database system performance and identifies areas of improvement. Effectively document and update software design/architecture, application code, database schema, data dictionary, and screen mockup.
25% E	Program Analysis, Documentation and Testing] Lead in performing unit and system tests on computer program code. Identify and help resolve hardware/software problems. Ensure adequate acceptance testing is performed in support of new systems that are deployed. Complete associated post migration/implementation evaluation. Effectively lead the documenting and update software design, application code, database schema, data dictionary, screen mockup, user story, business requirements, work plan, release plan, technical standards, test plan, test script, code review, technical implementation plan, and user guide. Translate business requirements into design documents such as context diagrams, logical diagrams, use cases, data flow diagrams or other business analysis documents. Document technical project issues, technical risks, and mitigation strategies. Write status reports and provide interim updates upon management requests. Meet with customers and end users to explore ways to meet their business needs through technology. Research and present new technologies and methods to accomplish Program's objectives. Increase OIS' productivity and efficiency through process improvement, applying new development tools and methods, developing reusable code, and sharing improvement ideas with team and management.
10% E	[Maintenance and Enhancements] Lead maintenance and enhancements of existing systems.
5% M	[Training] Upon receiving training/education, train other IT staff informally and/or formally in accordance with "Train-the-Trainer" or "On-the-Job" training models. Train users on how to use new software solutions. May perform other duties within the scope of the classification as required.