DEPARTMENT OF CHILD SUPPORT SERVICES

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement:	Proposed		Revision Date:	1101/2025

1. Position Information

A. Employee Name:

B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
817-434-1401-004	R01	2	

F. Classification Title:	G. Working Title:
Information Technology Associate	Associate Test Engineer

H. Division:	I. Branch/Section/Unit:
Technology Services	Applications Development & Testing/Testing/Testing 1

2. POSITION REQUIREMENTS

Special Requirement: *Check All that Apply*

- ☐ Bilingual Fluency (Non-English Language) - Specify Below
- ☑ Background Check Requirements
- ☐ Other - Specify Below

A. Special Requirements Description, as applicable:

N/A

B. Conflict of Interest Required (Gov. Code 87300, et seq.)?	☐ Yes	☑ No

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

3. SUPERVISION

A. Supervision Received:

The incumbent reports directly to the Information Technology Supervisor II in the Testing 1 Unit.

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under general supervision of the Information Technology Supervisor II (IT Sup II), the Information Technology Associate (ITA) perform system test activities that involve planning, developing, and implementing technological solutions that are essential to the mission of the overall organization in the Testing 1 Unit, Testing Section, Applications Development & Testing Branch, within the Technology Services Division (TSD).

A. Percentage of Time Performing Duties	B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%.).

ESSENTIAL FUNCTIONS

IT Domain: *Check All That Apply*	FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY
	☑ Business Technology Mgmt. ☑ Software Engineering
	☑ IT Project Mgmt. ☐ System Engineering
	☐ Information Security ☑ Client Services

20 %	Software Development Life Cycle (SDLC) Participation :
	Support all phases of the Software Development Life Cycle (SDLC) with a focus on Agile methodologies. Participate in Agile ceremonies such as backlog grooming, sprint planning, daily stand-ups, sprint reviews, and retrospectives to stay aligned with team goals and project timelines. Assist in preparing for testing activities by reviewing user stories, acceptance criteria, and technical documentation. Collaborate with senior team members to ensure test readiness and contribute to the validation of system changes.
	Provide support in coordinating testing activities for Department of Child Support Services (DCSS) applications by helping track test progress, updating test documentation, and communicating status updates to the team. Assist in managing test data, maintaining test environments, and facilitating file exchanges for system, regression, and in-sprint automation testing. Help identify potential issues or risks during testing and escalate them to senior staff for resolution. Contribute to ensuring that testing efforts align with business and technical requirements.

20 %	**System Testing & Validation :** Assist in executing system testing and validation tasks across various functional areas of the Child Support Enforcement (CSE) system and other DCSS applications. Under the guidance of senior testers, help develop and execute test scripts based on defined requirements and specifications. Participate in test case reviews and contribute to the identification of test scenarios for new features and enhancements. Support the validation of database changes and system upgrades to ensure they meet business needs and do not negatively impact existing functionality. Help analyze test results, document defects, and retest resolved issues. Participate in testing of system interfaces, data exchanges, and performance-related scenarios. Assist in maintaining consistency in test execution and contribute to the delivery of high-quality, production-ready code.
20 %	**Automation Framework Development & Maintenance :** Provide support in maintaining and enhancing the automation testing framework used for DCSS applications. Work under the direction of senior automation engineers to contribute to the development of reusable test components and scripts. Assist in analyzing existing tools and processes to identify opportunities for automation and efficiency improvements. Participate in UI testing for Angular-based and standard web applications, API testing for Representational State Transfer (REST) and Simple Object Access Protocol (SOAP) services, and batch process validation. Help automate repetitive tasks and workflows to reduce manual testing efforts. Support in-sprint automation activities by converting manual test cases into automated scripts and ensuring they are integrated into the testing pipeline. Assist in maintaining documentation related to the automation framework and tools.

25 %	Automation Scripting & Test Execution :
	Assist in developing and executing automated test scripts for web applications and Application Programming Interface (API) automation and help implement them using approved tools and frameworks. Execute automated tests across multiple browsers and languages, ensuring compliance with accessibility (ADA) standards. Monitor automation job results, review daily pass/fail reports, and assist in troubleshooting failed test cases. Help maintain and optimize automation scripts to ensure consistent and reliable execution. Support integration of automated tests into Continuous Integration/Continuous Delivery (CI/CD) pipelines to enable continuous testing and faster delivery cycles. Contribute to the preparation of regression test reports and provide input for test coverage analysis.
10 %	Training and Continuous Learning :
	Engage in continuous learning to build technical skills and stay current with industry trends in software testing and automation. Utilize on-line learning platforms, attend internal training sessions, and participate in team knowledge-sharing activities. Focus on developing proficiency in test automation tools, scripting languages, Agile practices, and testing methodologies. Apply newly acquired knowledge to support testing activities and contribute to team improvement initiatives.

MARGINAL FUNCTIONS	
5 %	Provide support during project meetings, technical discussions, and stakeholder sessions as needed. Assist in preparing meeting notes, test documentation, and status updates. Represent the testing team in internal discussions and contribute to collaborative efforts across teams.
100 %	**TOTAL**

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ **Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

☑ **Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

Child Support Enforcement has critical timelines and political and financial ramifications. Poor participation, judgment, and decisions can adversely affect the success of the Child Support Program. Failure to identify risks and issues in a timely manner could result in slippages in schedule and increased costs. Poor communication and coordination can adversely affect the Child Support Program and the children of California. The incumbent is responsible for individual decisions and actions. The consequence of error may result in loss of data, user dissatisfaction, and impact within the organization, office, project, or work unit, and related support units. Consequences include operational down time, loss of business continuity, and poor customer service and performance.

B. Personal Contacts:
The incumbent has daily contact with State and vendor team members, as well as DCSS/Local Child Support Agency managers and staff who have the responsibility for the DCSS applications and/or programs.

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: ☐ **Yes** ☐ **No**

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

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

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	