



Duty Statement

Request for Personnel Action (RPA) Number 2526-00381	Effective Date
Classification Title Information Technology Specialist I	Position Number 564-250-1402-034
Working Title Senior Full Stack Developer	Bureau and Section Development Bureau Web and CCP Applications Development Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the direction of the Internet Application Development Unit Information Technology Supervisor II, the Senior Full Stack Developer is responsible for participating in all phases of the Software Development Life Cycle of web applications and supporting components. In carrying out the duties of this position, the Senior Full Stack Developer will perform the following, but not limited to participating as a programming resource on complex application project efforts. Design, develop, and support complex web applications and systems that are reliable, and have high performance and availability. Ensure that deliverables adhere to departmental guidelines including, but not limited to, architecture, security, accessibility, and usability. Perform research to solve complex problems and to troubleshoot and correct production problems. Provide excellent customer service to internal and external customers. Develop and maintain operational procedures and guidelines. Collaborate and work with interdepartmental stakeholders. This position provides services which encompass the IT domain of Software Engineering.

Essential Functions

Percentage	Description
50%	Participates as a technical subject matter expert in all phases of the Software Development Life Cycle as needed for the department's web applications and supporting components. Provides input as a technical subject matter expert in requirements gathering and analysis. Designs and develops robust software systems that are reliable, perform at a high level, and have high availability. Works closely with architect(s) and ensures that system designs are thoroughly documented. Independently performs research to solve complex problems and utilizes supporting web technologies and standards as appropriate. Ensures that delivered products adhere to departmental guidelines for security, accessibility, and usability. Performs thorough unit testing to minimize the occurrence of bugs and defects. Provides support to testers and clients in the testing and client acceptance process. Keeps supervisor, and all other stakeholders apprised of project statuses and obstacles. Utilizes the department's tools for source control, work item tracking and requests, build automation, incident management, and others.
35%	Provides excellent service to internal and external customers. Develops reports and gather statistics as requested. Documents systems for maintenance and as requested by departmental efforts. Develops and maintains operational system procedures. Monitors production defect tickets, alerts, logs, and other indicators to identify issues. Determines impact of the issues to help prioritize the defect. Performs research and troubleshoots production defects to identify root cause in support of 24x7 application

Percentage	Description
	availability. Works closely with sibling technical teams as needed to resolve the issues. Collaborates and keeps stakeholders informed of troubleshooting efforts.
10%	Establishes collaborative working relationships with team members and effort stakeholders. Provides timely and effective verbal and written communication of information, statuses, ideas, etc. Represents the development team in meetings and keeps development team informed on departmental efforts. Facilitates knowledge transfer within the team with documentation, demonstrations, discussions, code reviews, and collaboration.

Marginal Functions

Percentage	Description
5%	Maintains expertise and stays current in Web Development technology. Participates as team member in meetings and discussions to determine future technical opportunities and capabilities. Keeps teammates informed on emerging technology. Performs other programming, project, analytical and technical duties as required and consistent with the specification of this classification.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Vacant _____ Name (Print) _____ Signature _____ Date _____

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Kelley, Simranjeet _____ Name (Print) _____ Signature _____ Date _____



Duty Statement

Request for Personnel Action (RPA) Number 2526-01252	Effective Date
Classification Title Information Technology Specialist I	Position Number 564-250-1402-015
Working Title Senior Full Stack Developer	Bureau and Section Development Bureau Web and CCP Applications Development Section

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General Statement

Under the direction of the Internet Application Development Unit Information Technology Supervisor II, the Senior Full Stack Developer is responsible for participating in all phases of the Software Development Life Cycle of web applications and supporting components. In carrying out the duties of this position, the Senior Full Stack Developer will perform the following, but not limited to participating as a programming resource on complex application project efforts. Design, develop, and support complex web applications and systems that are reliable, and have high performance and availability. Ensure that deliverables adhere to departmental guidelines including, but not limited to, architecture, security, accessibility, and usability. Perform research to solve complex problems and to troubleshoot and correct production problems. Provide excellent customer service to internal and external customers. Develop and maintain operational procedures and guidelines. Collaborate and work with interdepartmental stakeholders. This position provides services which encompass the IT domain of Software Engineering.

Essential Functions

Percentage	Description
50%	Participates as a technical subject matter expert in all phases of the Software Development Life Cycle as needed for the department's web applications and supporting components. Provides input as a technical subject matter expert in requirements gathering and analysis. Designs and develops robust software systems that are reliable, perform at a high level, and have high availability. Works closely with architect(s) and ensures that system designs are thoroughly documented. Independently performs research to solve complex problems and utilizes supporting web technologies and standards as appropriate. Ensures that delivered products adhere to departmental guidelines for security, accessibility, and usability. Performs thorough unit testing to minimize the occurrence of bugs and defects. Provides support to testers and clients in the testing and client acceptance process. Keeps supervisor, and all other stakeholders apprised of project statuses and obstacles. Utilizes the department's tools for source control, work item tracking and requests, build automation, incident management, and others.
35%	Provides excellent service to internal and external customers. Develops reports and gather statistics as requested. Documents systems for maintenance and as requested by departmental efforts. Develops and maintains operational system procedures. Monitors production defect tickets, alerts, logs, and other indicators to identify issues. Determines impact of the issues to help prioritize the defect. Performs research and troubleshoots production defects to identify root cause in support of 24x7 application

Percentage	Description
	availability. Works closely with sibling technical teams as needed to resolve the issues. Collaborates and keeps stakeholders informed of troubleshooting efforts.
10%	Establishes collaborative working relationships with team members and effort stakeholders. Provides timely and effective verbal and written communication of information, statuses, ideas, etc. Represents the development team in meetings and keeps development team informed on departmental efforts. Facilitates knowledge transfer within the team with documentation, demonstrations, discussions, code reviews, and collaboration.

Marginal Functions

Percentage	Description
5%	Maintains expertise and stays current in Web Development technology. Participates as team member in meetings and discussions to determine future technical opportunities and capabilities. Keeps teammates informed on emerging technology. Performs other programming, project, analytical and technical duties as required and consistent with the specification of this classification.

Signature Authorization

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Employee: I confirm that I have read and understand the described duties and functions of this position.

Vacant _____ Name (Print) _____ Signature _____ Date _____

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Kelley, Simranjeet _____ Name (Print) _____ Signature _____ Date _____