

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>29758</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Enterprise Technology Solutions</b>	
UNIT NAME <b>Custom Application Solutions (CAS)</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 3rd Street, Third Floor, West Sacramento, CA 95605</b>	
CIVIL SERVICE CLASSIFICATION <b>Information Technology Specialist I</b>	POSITION NUMBER <b>306-072-1402-019</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>E</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday-Friday/ 8:00 a.m.-5:00 p.m.</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>.Net Developer</b>	TIMEBASE <b>Fulltime</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION** ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under direction of the Information Technology (IT) Supervisor II, the IT Specialist I in the Department of General Services, Enterprise Technology Solutions in the Custom Application Solutions section, within the Software Engineering domain, will participate in all phases of the Software Development Life Cycle and be responsible for completion of software and documentation deliverables.

**SPECIAL REQUIREMENTS**

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)

☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

**Telework**

The employee must reside in California upon appointment.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	Designs, develops, secures, tests, and maintains custom software solutions by incorporating modern development standards, best practices, and frameworks, utilizing C#, .NET Framework, ASP.NET, RESTful AP Is, HTML 5, CSS, Bootstrap, Angular, Java-script, jQuery, JSON, Typescript, MVC, WebAPI, UI / UX, Visual Studio, MS SQL Server, Containerization, MicroServices Architecture, Azure Kubernetes Services, Power BI, SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), ETL, and Azure DevOps in order to meet department and customer requirements and expectations, with regards to efficiency and effectiveness, and to ensure a secure reliable technology environment, adhering to DGS standards and policies.
25%	Evaluates enterprise-level software solutions and upgrades by researching, performing feasibility studies and cost based analysis on emerging technologies utilizing Research and Microsoft Project tools in order to report findings and make recommendations to ETS management based on

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PERCENTAGE	DESCRIPTION
	operational and financial viability, to ensure DGS business processes and integration of application data are improved program wide.
15%	Collaborates with other Software Developers, Architects, Testers, Analysts, and Business Partners in order to build stronger technical foundations, resolve application defects, and impediments during ETS project planning, to ensure all project deliverables and deadlines are met utilizing Azure DevOps, Visio, and Agile methodologies.
15%	Creates and maintains project management plans, schedules, status reports, user stories, and incident logs using project management software and application tools , templates, and best practices in order to inform executive management, project sponsors, and the development teams of project updates and milestones to ensure successful completion and implementation of complex development efforts.
10%	Evaluates, assesses, and remediates identified accessibility issues by reviewing application accessibility and updating source code to ensure compliance with State and Federal legislation for information technology assets utilizing guidelines and recommendations as defined in Level Double-A Conformance of the W3C Web Content Accessibility Guidelines 2.0 and above.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Uses Industry best practices for Application Management and IT Governance, as well as Change and Risk Release Management methodologies in order to meet the mission of the organization utilizing IT industry trends and state regulations (e.g. SAM, SIMM, ANSI) to ensure continuous service improvements to ETS processes.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☐ Travel (Specify the percentage in the travel box below)

Will be required to report to the office as needed/required.

**DESIRABLE QUALIFICATIONS**

- Proficient in C#, T-SQL, HTML5, CSS3, JavaScript, jQuery, component architecture, services, routing, and RxJS
- Experience with .NET MVC, Web API, building responsive UIs and cross-browser compatible layouts,
- Strong skills in writing stored procedures, views, and functions, REST API integration using Angular's HttpClient, and with Reactive Forms and Template-driven Forms
- Strong experience with Angular (v2+) using TypeScript, optimize queries, using indexes, and joins
- Experience with Windows Authentication using Active Directory, using SQL Server Management Studio (SSMS), designing and deploying SSRS report,
- Strong knowledge of LINQ (Language Integrated Query), HTTP methods, CORS, cookies, and status codes
- Understanding of OOP (Object-Oriented Programming) principles, relational schema design and data normalization, report datasets, RDL file structure, Report Builder
- Familiarity with .NET Framework, integrating SSRS reports, Angular CLI, npm, UI frameworks
- Ability to create parameterized, drill-down, and linked reports, troubleshoot and optimize report performance

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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