

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number:	Classification Title: Information Technology Associate	Position Number: 673-860-1401-026
Incumbent Name:	Working Title: Associate Application Programmer	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit: Application Development	Reporting Location: Sac-HQ
Supervisor’s Name: John Moua	Supervisor’s Classification: Information Technology Manager I	CBID: R01
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

The Application Development Unit (ADU) develops, implements, and maintains many of California Air Resources Board’s (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.

Competencies

As an Information Technology Associate (ITA) the incumbent must have at least basic proficiency in the competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also have expert proficiency in the following competencies:

- collaboration
- digital fluency
- innovative mindset

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Position Description

Under general supervision of the Information Technology Manager I (ITM I) the ITA provides technical knowledge 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 ITA works on a variety of IT activities that span the full software development lifecycle. The ITA's professionalism and software knowledge leads to superior customer satisfaction and delivers products and services that meet or exceed the customer's expectations. The ITA provides technical knowledge 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 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	Essential Functions
35%	<p>[Application Development]</p> <p>Provide programming and technical support for the Office of Information Services (OIS) programs and applications. Have an understanding of programming knowledge, variables and data flow methods used by CARB where programs are interconnected from server to server. Design, develop, program and implement information technology projects for the CARB. Provide programming knowledge in building relational databases and applications utilizing databases. Meet with program areas to determine new system requirements and developing system designs. Demonstrate proficiency with respect to programming concepts, practices, methods and principles. Propose technical solutions. Assist in support covering different application programming languages.</p>
25%	<p>[Documentation and Reporting]</p> <p>Effectively document 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,</p>

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	technical implementation plan, and user guide. Translate business requirements into design documents such as context diagrams, logical diagrams, use case, 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 request.
25%	[Program Analysis and Testing] Assist in 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.
10%	[Maintenance and Enhancements] Assist with maintenance and enhancements of existing systems.

% of Time	Marginal Functions
5%	[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 how to use new software solutions. May perform other duties within the scope of the classification as required.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
 Requires prolonged periods of sitting at a desk and working on a computer.
 Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
 Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
 Involves prolonged periods of sitting at a desk and working on a computer.
 May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
 Noise levels are typically low to moderate.
 May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
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<input type="checkbox"/> Duties require participation in the DMV Pull Notice Program.
<input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)
<input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
<input type="checkbox"/> Travel up to _____ percentage
<input type="checkbox"/> Bilingual Fluency needed in _____(language)
<input type="checkbox"/> Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date