POSITION STATEMENT

☐ Current
☒ Proposed

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist I	Document Management System Developer
NAME OF INCUMBENT:	POSITION NUMBER:
	280-350-1402-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Document Technology Services/ Document Management System (DMS) Development	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Application Services Division	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology (ITB)	1/30/2026

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☐ Travel May be Required   ☐ Other *(specify below in Description)*

(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Some work on weekends and evenings will be required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)
☐ Business Technology Management   ☒ IT Project Management   ☒ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☐ System Engineering

Under the direction of the Information Technology (IT) Manager I of the DMS Development Group, the incumbent serves as a senior developer involved in performing the complex analysis, design, development, testing, implementation, maintenance, and trouble shooting in support of the Employment Development Department's (EDD) mission critical enterprise applications and projects. The incumbent provides technical consultation to project team

members, technical staff, expertise in and business analysis, investigates complex technical problems and issues and develops plans to resolve them from the enterprise perspective.

Maintains mastery of various programming languages and able to write complex programs such as VB.net, C#.Net, VB scripts, Javascript,SQL. Also demonstrates knowledge of modern development tools including GitHub for version control and collaboration, Amazon Textract for intelligent document processing, IBM Datacap and IBM FileNet for enterprise content management, AWS Lambda for serverless computing, Snowflake for cloud-based data warehousing, and Tableau for advanced data visualization and analytics.

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill 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.

Percentage of Duties	Essential Functions
45%	Engineers, designs, develops, tests and implements new applications, modifications to existing applications and maintains complex application software solutions within the EDD Document Management System (DMS) in response to functional requirements established with customers. These responsibilities may be performed individually or as part of a project team, where the incumbent may serve as a lead. Demonstrates mastery of various programming languages and tools which include VB.net, C#, VBA, Javascript, Visual Studio.Net, RESTful Web Services, Microsoft SQL Server 2014 or higher, SQL Server Reporting Services, SQL, as well as modern technologies such as GitHub for version control and collaboration, Amazon Textract for intelligent document processing, IBM Datacap and IBM FileNet for enterprise content management, AWS Lambda for serverless computing, Snowflake for cloud-based data warehousing, and Tableau for advanced data visualization and analytics. Independently works on new application development, enhancements and maintains several custom applications, Commericial and Modified off-the-shelf (COTS/MOTS) data capture software and content management software within the DMS. Ensures assignments are completed in an accurate, effective and timely manner by following assigned project schedules.
40%	Works independently on complex applications as a subject matter expert. Designs and maintains technically complex program specifications. Analyze, develop and conduct unit and integration testing of the complex new software programs and COTS/MOTS software, and maintains existing custom programs written in C#/VB.Net. Responsible for ensuring the various testing phases are successful using numerous testing methodologies. Prepares technical design documentation, programmer's reference manuals, system and program test specifications, test plans, system test scripts and test data, and validates test results. Conducts and participates in all phases of the System Development Life Cycle. Mentors and trains technical staff in application development.

	Demonstrates proficiency with modern technologies and tools including GitHub for version control and collaboration, Amazon Textract for intelligent document processing, IBM Datacap and IBM FileNet for enterprise content management, AWS Lambda for serverless computing, Snowflake for cloud-based data warehousing, and Tableau for advanced data visualization and reporting. Communicates clearly across organizational lines while maintaining cooperative working relationships. Works on multiple assignments, concurrently, and successfully adapts to changes in priorities. Provides production release support and coordination with all involved parties.
5%	Performs as Project Lead on projects of moderate to large complexity. Analyze requirements, develop detailed work plans, create detailed cost estimates, develop tasks from project schedules, create system test scripts, and facilitate the monitoring and closing of IT projects. Assesses potential risks, develops contingency plans, may assign and review work, and schedules and coordinates team meetings. Provides documentation, risk assessments, and status reports accurately; and ensures work efforts are completed timely and within scope and budget.
Percentage of Duties	**Marginal Functions**
5%	Invests in personal development and growth through certification or continuous education to maintain technical level knowledge in the information technology field with the emphasis in software development services. Focusses on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Occasionally - activity occurs < 33%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other:

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone   ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Civil Service Classification
Information Technology Specialist I

Position Number
280-350-1402-002

Employee's Name:	
Employee's Signature:	Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:	
Supervisor's Signature:	Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

	CPU Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	*nsw*	2/6/2026
☐ Exceptional allocation, STD-625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file