



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Information Technology Specialist I

Working Title: Application Developer

Position Number: 535-210-1402-005

Division/Branch or Office: Administrative and Financial Management Services Division / Information Technology Services Branch / Application Development Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: February 17, 2026

Conflict of Interest (COI): Yes No

If yes, 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, which identifies pertinent personal financial information.

Job Description

Under direction of the Application Development Office (ADO) Manager, the incumbent will work on the most complex web applications in cloud computing and data science. Incumbent must be proficient with Enterprise Cloud computing technologies, ASP.NET Core, Python, JavaScript, SQL, Azure DevOps, GIT and Tableau. Incumbent will work on most complex information technology systems and problems. Will work independently as a high-level technical specialist. The incumbent must have a proficient knowledge of cloud computing and data science concepts, practices, methods, and principles within the Systems Development Life Cycle (SDLC) and will act in a lead capacity or work as a team member with other software engineers and represent the section at internal and external meetings supporting the Energy Commission's Application Architecture.

Essential Duties

35% Application Design and Development

Performs the most complex analysis, design, and programming support for all energy program divisions and offices. Implements multi-user information systems in support of the Energy Commission's energy information needs. Develops the most complex detailed specifications that result in the applications and reports using Enterprise Cloud technologies: Amazon Web Services (AWS), ASP.NET Core, Python, JavaScript, Git, Tableau and SQL platforms. Converts business logic designs into software architecture and program code. Develops and implements

test plans of programs to validate performance, business and technical requirements. Utilizing the department's standard application architecture

35% Software Management Operations

Uses Azure DevOps as a tool to track software development lifecycle, user acceptance testing and documentation within a learning environment. Monitors and supports continuous integration and continuous delivery (CI/CD) pipelines for software development. Assists in the management of source code repositories and branching strategies to maintain code quality and facilitate collaboration among developers. Assists with monitoring and ensuring the performance, availability and scalability of applications and environment. Documents technical procedures and configuration changes. Participates in learning opportunities to enhance skills in Azure DevOps tools.

15% Collaborating and Coordinating

Performs lead duties by consulting with management and team members to properly implement the project scope, objectives and deliverables. Consults with Energy Commission and ITSB management to facilitate or lead customer meetings that define needs, discuss options and develop alternative methods to address complex applications. Provides technical support and training to other programmers and ensures that the application architecture standards are enforced. Initiates, plans, and prepares processes and procedures for technical matters related to current processes using data-flow diagram methodologies, conducting problem analysis, developing alternate solutions, and preparing comprehensive reports recommending appropriate action. Develops, monitors, and maintains mitigation, and contingency plans for complex issue resolutions regarding web application maintenance and support.

10% Project Support, Research, Development and Troubleshooting

Provides assistance to the Database Administrator (DBA) in support of SQL server database management systems. Designs and builds logical database structures such as: tables, indexes, views, triggers and stored procedures to identify and allocate database space requirements. Monitors the database for performance and optimizes and modifies the database to provide support and maintenance. Works with Project Managers to convert the business logic and test software to provide upgrades as required. Coordinates application changes using the change control process. Keeps all application code current with the software versions of the application architecture.

Marginal Duties

5% Communicates effectively via phone or email with the customer, ITSB managers and product line contractors/vendor(s). Documents and tracks all work and issues related to daily activities. Perform other duties as required, consistent with the specifications of the classification.



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Knowledge and Abilities

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques; Lightning Web Components, Process Builder, Lightning Flow and Community; and project management methodologies.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs; use Service Cloud for case management and assignment; and control data access based on requirements.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and 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: _____