

**DUTY STATEMENT**

DS 3022 (9/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
INFORMATION TECHNOLOGY DIVISION  
ENTERPRISE APPLICATIONS BRANCH**

**DUTY STATEMENT**

**JOB TITLE:** Information Technology Specialist II      **POSITION #:** 472-514-1414-004

**WORKING TITLE:** Lead Full Stack Developer      **EMPLOYEE:**

**POSITION DESCRIPTION:** Under general direction, serves as the lead full-stack developer responsible for architecting, building, securing, and operating modern software applications and APIs that power public-facing and internal digital services. The incumbent exercises expert-level judgment across Software Engineering and collaborates with IT Project Management, Information Security Engineering, and System Engineering to deliver resilient, accessible, and secure services that comply with the State of California's requirements. The Developer provides technical leadership and may lead and mentor project teams.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:** Under the general direction of the Enterprise Application Services Branch Chief

<b>DOMAINS:</b> Business Technology Management:	critical skills
Client Services:	moderate skills
System Engineering:	moderate skills
Software Engineering:	critical skills
Information Security Engineering:	critical skills
IT Project Management:	critical skills

Essential Job Functions:

- 35% Design and implement web apps using modern front-end frameworks (React/Next.js, Angular, or Vue) with TypeScript, and secure back-end services (Node.js/NestJS, and Python/FastAPI). Define API contracts (REST/GraphQL/OpenAPI), integrate identity (OIDC/OAuth2/SAML), and implement data access patterns for SQL (SQL Server/PostgreSQL) and NoSQL (Cosmos DB/MongoDB). Produce technical designs, code, and documentation; perform code reviews and mentor developers.
- 25% Design, develop, and maintain Microsoft SharePoint Online and On-Premises solutions to support departmental collaboration, document management, and workflow automation. Create and customize SharePoint sites, libraries, lists, forms, and integrate with Power Platform (Power Automate, Power Apps, Power BI).

- 25% Lead the design and development of applications and automation scripts using Python, focusing on performance, scalability, and security. Leverage AWS cloud services (EC2, S3, Lambda, RDS, API Gateway, CloudFormation) to build, deploy, and manage cloud-native applications. Conduct workshops and training sessions to build DDS staff expertise in Python programming and AWS services. Provide technical guidance on best practices for cloud adoption, infrastructure-as-code, monitoring, and cost optimization. Documentation and onboarding guides; deliver brown bags and pair-programming sessions. Provide governance, user support, security compliance, and staff training to ensure effective adoption across Department programs.
- 5% Experience with CI/CD pipelines (Azure DevOps/Bitbucket), infrastructure-as-code, containerization (Docker, Kubernetes), secrets management, and feature flags. Implement observability (logs, metrics, traces) and performance monitoring (App Insights/CloudWatch/ELK/Grafana). Align environments with State security standards and continuity plans.
- 5% Apply secure SDLC practices: least privilege, default-deny, input validation, output encoding, threat modeling, dependency scanning, and vulnerability remediation. Support audits; contribute to incident response and risk assessments in partnership with ISO/privacy.
- 5% Complete other required duties within the scope of this position. Assist with IAM section initiatives, accessibility reviews, and enterprise standards.

**WORKING CONDITIONS:**

Open-spaced partitioned offices. Use of a computer. May require 24x7 on-call support as well as weekend support. Occasional travel up to 10 percent for overnight or day trips throughout California and/or to vendor locations.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

**DESIREABLE QUALIFICATIONS:**

Knowledge of: Enterprise Application Integration with a distinguished track record on technically demanding projects, including emerging technologies. Modern front-end frameworks (React/Next.js, Angular, or Vue), TypeScript, responsive design, design systems, and component libraries. Server-side expertise in Node.js/NestJS, and Python/FastAPI; API design (REST/GraphQL) with OpenAPI/Swagger. Database fluency: SQL Server/PostgreSQL (schema design, tuning) and NoSQL (Cosmos/Mongo); caching (Redis). Secure SDLC and compliance, and privacy obligations; participation in incident response and DR exercises. Proficiency in Python programming, including development of automation scripts, APIs, and data processing

workflows. AWS services (EC2, S3, Lambda, RDS, API Gateway, CloudFormation) and cloud-native application development.

Ability to: Facilitate training and workshops in Python and AWS, mentoring staff, and improving organizational cloud maturity. Offer expertise in Microsoft SharePoint Online and On-Premises, including site development, workflow automation, and integration with Power Platform. Provide strong leadership, organizational, analytical, and communication skills; work collaboratively, mentor, and provide technical direction to the development team; and complete work assignments in an effective, accurate, and timely manner. Stay current with industry trends, standards, and best practices related to cloud-based application development and support. Understand the project management, system life cycle, and testing methodologies.

**CERTIFICATION OR LICENSE:** None

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
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_____ Manager Name (Print)	_____ Manager Signature	_____ Date
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Employee and Manager acknowledge that by signing this Duty Statement, they have discussed and agree to the expectations of the position.