

Duty Statement – Workforce

Duty Statement

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| <input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed | | |
| RPA Number: | Classification Title: Information Technology Specialist I | Position Number: 673-860-1402-052 |
| Incumbent Name: | Working Title: Application Developer | 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: Systems Development and Support Branch/ Application Development Unit | Reporting Location: Sacramento |
| 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 Recourses 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

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under direction of Information Technology Manager I, the Information Technology Specialist I (ITS I) 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 ITS I work on a variety of information technology (IT) activities that span

Duty Statement – Workforce

the full software development lifecycle. The ITS I’s professionalism and software knowledge leads to superior customer satisfaction and delivers products and services that meet or exceed the customer's expectations. The ITS I 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 complex 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>Serve as IT application programmer on new and maintenance development projects. Demonstrate technical knowledge to design and code complex software solutions. These solutions include, but are not limited to enterprise-level, web-based software applications and relational databases running on various operating systems and hardware. Work independently and in teams as an intermediate-level technical specialist on complex new and legacy CARB systems development and enhancement projects. Code in a variety of software languages and use a variety of software tools. Apply design framework to code and software development best practices throughout the software development lifecycle. Assists with defining and implementing procedures for supporting software development in cloud environments. Perform and document code review and debug code. Conduct all levels of software and database testing. Construct the Development and Test environment. Skillfully bring the software solution into Production. Code enhancements and bug fixes during the Maintenance and Operations phase. Ensure security controls are met throughout the lifecycle for all IT assets. Provide support covering programming languages.</p> |
| 25% | [Documentation and Reporting] |

Duty Statement – Workforce

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| | 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, 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] Perform system testing and write system user guides for use by CARB and Air District staff and others that must comply with program criteria to receive funding. Establish processes and procedures in support of using Development and Test environments. Support district and CARB evaluation of projects, localized tracking of emission reductions and associated projects, and reporting capabilities for air districts and CARB. Perform analysis, interpret regulations, and support a data management system for various regulatory- driven incentive funding programs and projects. Translate business requirements into design documents such as context diagrams, logical diagrams, use case, data flow diagrams or other business analysis documents. |
| 10% | [Maintenance and Enhancements] Perform 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.

Duty Statement – Workforce

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):

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

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.)*

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|---|---------------------|---------------|
| 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 |