

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER <b>30026</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Enterprise Technology Solutions</b>	
UNIT NAME <b>Custom Application Solutions (CAS)</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 3rd Street, West Sacramento, CA 95605</b>	
CIVIL SERVICE CLASSIFICATION <b>Information Technology Specialist I</b>	POSITION NUMBER <b>306-072-1402-153</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>E</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday, 8:00 AM - 5:00 PM</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Application Developer Security/DevOps Engineer</b>	TIMEBASE <b>Fulltime</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under direction of the Information Technology (IT) Supervisor II, the IT Specialist I in the Department of General Services, Enterprise Technology Solutions in the Custom Application Solutions section, within the Software Engineering domain, will build and support custom application code release and bring processes for development & deployment automation with increased security posture.

Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing

**SPECIAL REQUIREMENTS**  Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)

Professional License (specify below in Description)  Other (specify below in Description)

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
20%	Improves and Automates development, deployment and release processes by incorporating development, deployment & release standards, best practices and frameworks utilizing tools like Azure DevOps to configure CI/CD pipelines in order to release applications faster to ensure meeting the business needs quickly.
20%	Strategize and manages development code quality by incorporating branching policies standards, best practices and frameworks utilizing tools like Azure DevOps to approve code through pull request to ensure the coding standards and best practices are met according to the ETS policy and procedures.
20%	Enforces secure development best practices and standards by configuring security scanning tools like Veracode within Azure DevOps CI/CD pipelines to build and maintain robust applications to

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 Current Proposed

PERCENTAGE	DESCRIPTION
	ensure security against cyber threats.
20%	Designs, develops, secures, tests, and maintains custom software solutions by incorporating modern development standards, best practices, and frameworks, utilizing C#, .NET Framework, ASP.NET, RESTful AP Is, HTML 5, CSS, Bootstrap, Angular, Java-script, jQuery, JSON, Typescript, MVC, WebAPI, UI / UX, Visual Studio, MS SQL Server, Containerization, MicroServices Architecture, Azure Kubernetes Services, Power BI, SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), ETL, and Azure DevOps in order to meet department and customer requirements and expectations, with regards to efficiency and effectiveness to ensure a secure reliable technology environment, adhering to DGS standards and policies.
10%	Collaborates with other Software Developers, Architects, Testers, Analysts, and Business Partners in order to build stronger technical foundations, resolves application defects, and impediments during ETS project planning, to ensure all project deliverables and deadlines are met utilizing Azure DevOps, Visio, and Agile methodologies.
5%	Evaluates and remedies identified accessibility issues by reviewing application accessibility configurations and updating source code utilizing guidelines and recommendations, as defined in Level Double-A Conformance of the W3C Web Content Accessibility Guidelines 2.1, in order to resolve identified accessibility issues to ensure that DGS is in compliance with State and Federal legislation regarding Information Technology assets.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Maintains professional and technical knowledge by attending job related educational workshops and training in order to promote and to ensure the continued development of solutions that are maintainable, extensible, optimized, and secured.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)

Will be required to report to the office as needed/required.

**DESIRABLE QUALIFICATIONS**

- Experience configuring and administering Azure DevOps (ADO) projects, including Repos, Boards, Pipelines, Artifacts, and Test Plans.
- Hands-on experience designing and maintaining CI/CD pipelines (YAML and/or classic) in Azure DevOps for .NET and web applications, including build, test, and multi-stage deployments.
- Proficiency with Git-based workflows, including branching strategies (develop/main, feature branches), pull requests, code reviews, and enforcing branch policies.
- Experience deploying and supporting applications in Azure, such as App Service, ,Storage, and Application Gateway, including environment-specific configuration (Dev/Test/UAT/Prod).
- Experience using “infrastructure as code” tools (such as Terraform, Bicep, or ARM templates) to create and update

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Azure resources in a repeatable way instead of doing everything manually in the portal.

- Basic to intermediate knowledge of Azure networking and security, including virtual networks, network security groups, access roles.
- Experience adding security checks into CI/CD pipelines, such as code scanning, dependency/vulnerability checks, and safe handling of secrets as part of a DevSecOps approach.
- Experience performing Azure DevOps org/project administration, including managing permissions, security groups, service connections, variable groups, environments, and license/usage governance.
- Ability to document and maintain build/release processes, runbooks, and environment diagrams, and to support audits and operational handoffs.
- Experience working in Agile or hybrid Scrum/Waterfall environments, collaborating with developers, testers, operations, and business stakeholders, with strong communication and customer service skills.
- Proficient in C#, T-SQL, HTML5, CSS3, JavaScript, jQuery, component architecture, services, routing, and RxJS
- Experience with .NET MVC, Web API, building responsive UIs and cross-browser compatible layouts,

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED