



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Information Technology Specialist II	681-600-1414-909
BRANCH (if applicable)	WORKING TITLE	CBID
N/A	IT Application Developer	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
Information Technology Section	Sacramento- CNRA	Vacant
IMMEDIATE SUPERVISOR		
Information Technology Manager I		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under general direction of the IT Application Services Manager (IT Manager I), the incumbent will support IT project management and application development operations within the Office of Energy Infrastructure Safety by performing critical functions related to application design, development and maintenance, project management, vendor management and other tasks related to the department's cloud-based Azure application environment. Incumbents typically work in Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Oversee, lead, develop new and maintain existing on-premises applications utilizing Microsoft Power Platform, Microsoft Dynamics 365, Python and .NET in Azure environment demonstrating a depth of leadership and expertise in cloud-based application development. Optimize and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization. Lead and mentor project teams in evaluation of current computer systems including compatibility for conversion or refactor for cloud infrastructure. Troubleshoot complex programming and systems issues; correct or repair issues as requested. Plan, architect, design, configure, administer, develop, test, implement and maintain complex applications and integrate new systems with existing technical resources that meet the business and functional needs of the department. Determine best technology solution to eliminate manual and/or repetitive tasks for business customers using best application development practices. Review software architecture and make recommendations regarding technical and operational feasibility; evaluate new tools and coding languages as required. This includes meeting with stakeholders to collect requirements, requirements analysis, writing technical documentation, application development, writing test procedures, unit and integration testing, application maintenance and technical support of various business application systems. Provide solutions and guidance to IT and business customers on design, development, implementation and maintenance of existing applications, long-term IT application systems, cloud environment, and database configuration management, and other issues associated with application development.	



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30%	Work independently at a high-level designing, developing, coding, testing, documenting, maintaining, enhancing and supporting applications developed in or utilizing Microsoft Power Platform, Microsoft Dynamics 365, .NET, Service Now, ESRI Enterprise, SQL database, Service Now, Java etc.; on various operating and database systems using in-house development tools ensuring stability, interoperability, portability, security, or scalability of system architecture. Develop applications technical designs, logical and physical data models, and Entity Relationship diagrams. Analyze, evaluate, and document requests to resolve application issues, perform user enhancements, and implement application change requests, make and implement recommendations to improve application security, performance, functionality and reliability. Develop project plans, schedules, and time estimates for custom IT systems. Effectively communicate (verbal, written) with colleagues, customers, and the IT Unit manager, writing project status reports and providing project documentation, as required. Lead or direct the documentation of business processes or workflows, as necessary.
25%	Analyze and document business processes as part of the system development lifecycle. Including the coordination and consultation with program office staff and management to identify, analyze, and document business, functional, and technical requirements, necessary for IT system development. Develop research analysis reports related to technology solutions or products. Actively participate in the procedures and processes for code maintenance, storage, and release management. Perform software product deployment and release management activities. Plan and conduct user training.
10%	Utilizing the department’s Service-Now IT Service Management solution, the incumbent will actively participate in the resolution of support requests primarily focused upon, but not limited to, the department’s various cloud-based applications.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
TYPICAL WORKING CONDITIONS	
Work Schedule: Monday through Friday, 40 hours per week.	
TRAVEL REQUIREMENTS:	
N/A	
DRIVING REQUIREMENTS: Choose an item.	
N/A	
TELEWORK DESIGNATION:	
Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as Hybrid Remote.	
CONFLICT OF INTEREST: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
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.	
SPECIAL REQUIREMENTS:	
N/A	
PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office	



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- **Office Based:** Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.

ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

Activity	Frequency	Distance/Height
Sitting	Constantly (Over 6 Hours)	
Standing	Occasionally (Up to 3 Hours)	
Running	Never	
Walking	Occasionally (Up to 3 Hours)	
Crawling	Never	
Kneeling	Occasionally (Up to 3 Hours)	
Climbing	Never	
Squatting	Occasionally (Up to 3 Hours)	
Bending (neck)	Never	
Bending (waist)	Never	
Twisting (neck)	Never	
Twisting (waist)	Never	
Reaching (above shoulder)	Occasionally (Up to 3 Hours)	
Reaching (below shoulder)	Occasionally (Up to 3 Hours)	
Pushing & Pulling	Occasionally (Up to 3 Hours)	
Fine Manipulation	Occasionally (Up to 3 Hours)	
Power Grasping	Never	
Simple Grasping	Frequently (3-6 Hours)	
Repetitive use of hand(s)	Occasionally (Up to 3 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Never	
Driving	Occasionally (Up to 3 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
	0 – 10 lbs.	Occasionally (Up to 3 Hours)
	11 – 25 lbs.	Occasionally (Up to 3 Hours)



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26 – 50 lbs.	Never	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF 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 (TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE