

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

<b>Classification Title:</b> Information Technology Specialist I	<b>Branch/Division/Bureau:</b> Administration & Licensing Services Branch/Information Technology Division/Application and Development and Maintenance Bureau
<b>Working Title:</b> .Net Developer	<b>Office/Unit/Section/Geographic Location:</b> .Net Development Unit/Microsoft Platform Development Section/Sacramento
<b>Position Number (13 Digit):</b> 413-105-1402-009	<b>Conflict of Interest Position:</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:** Under direction from the Microsoft Platform Development Section Information Technology (IT) Manager I, the incumbent will serve as a .Net developer for the California Department of Insurance (CDI). In this capacity, the incumbent will develop a methodology based on best practices to implement applications via Microsoft .Net technology. Tasks and duties will include design, development, and maintenance of .Net-related applications. Strong interpersonal skills and the ability to contribute as a team member are required. Effective written and verbal communication skills and a strong customer focus are also required.

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel will/may include an overnight stay.

**ESSENTIAL FUNCTIONS**

- 35% Writes clean, scalable code using .NET programming languages. Uses and adapts existing web applications for apps. Creates and tests software prototypes. Develops client displays and user interfaces. Develops web services and other back-end interfaces. Assists software personnel in handling project-related work and other requirements. Coordinates design and development with other software professionals and developers. Works in an Azure cloud environment.
- 20% Creates software design documents and a data model. Reviews software requirements. Develops technical interfaces, specifications, and architecture.
- 20% Maintains and updates application supporting documents. Fixes bugs and develops enhancements for existing applications. Provides technical support to users.
- 15% Attends weekly one-on-one progress meetings, monthly bureau meetings, and quarterly ITD staff meetings. Provides weekly/monthly progress report.

10% Researches, analyzes, and evaluates new technologies to provide solutions to meet business needs. Remains up to date with the terminology, concepts, and best practices for coding .Net apps.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- The incumbent must be able to work in a high-rise building.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed; other authorized transit subsidies do exist for those who qualify.
- Ability to transport documents and/or equipment up to 15-20 lbs., i.e., laptop computers, files, reference manuals, solicitation documents, etc.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name