

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist I		PRIMARY DOMAIN Software Engineering	WORKING TITLE Application Developer
DIVISION/OFFICE/UNIT TSD/ADSB/Accounting Analysis Unit		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/ BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act as lead	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial)	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the direction of an Information Technology Supervisor II, the Information Technology Specialist I (IT Specialist I) serves as a lead on complex applications and complex information technology systems as a member of the Accounting Analysis Unit. The IT Specialist I will serve as a member of a project team or work independently to design and develop applications and/or interface(s) to new or existing complex systems. Interfaces will generally support various internal or external program processes and/or online services. This can include participating on a project team implementing complex information system(s), primary support for information systems, and participating on teams exploring and applying emerging technology to satisfy new requests or increase the efficiency, security, and usability of existing systems.</p> <p>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</p>			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Design and program complex applications and systems that involve cloud services and interfaces, and databases:</p> <ul style="list-style-type: none"> • Develop standards and accessibility compliant C# .Net applications, HTML, CSS, and JavaScript • LCAP application development • Workflow design and development • Create prototypes and/or mockups of user interface(s) • Maintain liaison with users • Create program, unit testing, system testing plans, schedules, and scenarios • Prepare design deliverables, documentation, and system/program specifications • Assess the impact of potential scope changes • Provide status to management, project managers, and stakeholders 		
40%	<p>Independently maintain, update, test, and monitor complex information technology systems:</p> <ul style="list-style-type: none"> • Enhance applications to improve functionality, accessibility, and usability • Design, code, and test program and/or workflow changes due to user requests, system changes, or software problems • Consults and advises during User Acceptance Testing (UAT) • Update design documentation and system/program specifications • Lead or participate in system, program reviews, and code walk-throughs • Monitors system(s) utilization and performance to ensure continued operations and future capacity 		

15%	<ul style="list-style-type: none"> • Resolve operational issues • Manage and remediate application security vulnerabilities and threats • Change and Release management processes • System upgrades <p>Perform analysis of business processes and problems:</p> <ul style="list-style-type: none"> • Analyze processes for alternative solutions • Participate in developing scope statement(s) • Participate in developing business and system requirements • Create prototypes to aid the development and creation of business requirements • Participate in product demonstrations and the analysis of new information systems • Prepare and present recommendations on proposed applications
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <ul style="list-style-type: none"> • Prepare status reports and other correspondence relating to projects and/or assignments • Assist in the development of standards • Prepare special reports as required • Perform other work-related duties, as required

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Position may be located in a high-rise building.

Physical Abilities:

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Additional Requirements/Expectations:

- Work extra hours as required.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: 03/20/2026	C&P Analyst Initials: LLM
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