

**DUTY STATEMENT**

TECH 052 (REV. 06/2020)

**PROPOSED**

RPA NUMBER (HR USE ONLY)

25-193

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 3/18/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I		E. POSITION WORKING TITLE Front End Web Developer
F. CURRENT POSITION NUMBER 695-540-1402-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-540-1402-001
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services / Web Services / Web Development / Rancho Cordova Prospect Green		I. SUPERVISOR NAME AND CLASSIFICATION Artem Khomishen, Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY 8:00AM – 5:00PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management      <input type="checkbox"/> IT Project Management      <input type="checkbox"/> Client Services</p> <p><input type="checkbox"/> Information Security Engineering      <input checked="" type="checkbox"/> Software Engineering      <input type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technology applications. CDT's Office of Digital Services (ODS) plays a critical role in improving digital government and building a California that works for all Californians. We do this by providing foundational platforms, toolkits, statewide services and technology solutions for state organizations to provide innovative digital services.</p> <p>Under the administrative direction of the Information Technology Manager I overseeing the Web Development Unit, the Information Technology Specialist I (IT Spec I) serves as a Front-End Developer for the California Department of Technology (CDT). CDT is responsible for the design, development, and operation of ca.gov websites and web-based applications. The IT Spec I develops performant, secure, and accessible user interfaces and experiences for state websites, mobile applications, progressive web apps, and various platforms that support public-facing and organizational digital services and initiatives. This role combines advanced front-end software development with user experience design principles and emerging Artificial Intelligence (AI) technologies to deliver innovative, user-centered digital solutions for California residents and state employees.</p>
% of time performing duties 40%	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p><b>Modern Web Development and Architecture</b></p> <ul style="list-style-type: none"> <li>• Develop, test, and deploy responsive, accessible web applications using modern, semantic HTML5, CSS3, and JavaScript (ES6+) with a focus on minimal, stable, and maintainable markup grounded in web standards</li> <li>• Build reusable, framework-agnostic UI components using standards-based approaches that work across different frameworks and technology stacks</li> <li>• Translate design specifications, Figma files, and design tokens into accessible, production-ready front-end code</li> <li>• Contribute to and maintain the statewide design system and State template repository with consistent, reusable patterns</li> <li>• Implement and enforce front-end architectural patterns, coding standards, and best practices across projects</li> <li>• Participate actively in peer code reviews, providing constructive feedback and maintaining shared coding standards</li> <li>• Write comprehensive unit tests, integration tests, and end-to-end tests for components and user flows</li> <li>• Implement progressive enhancement and graceful degradation strategies</li> <li>• Develop and maintain responsive designs that work across devices, browsers, and platforms</li> </ul>

- Utilize modern build tools and bundlers (Webpack, Vite, Node.js, etc.) for optimized code delivery and bundling
- Work independently while contributing effectively to shared codebases and maintaining common standards

20%

**Accessibility, Standards Compliance, and Optimization**

- Ensure all code meets or exceeds WCAG 2.1 Level AA standards and Section 508 compliance requirements
- Collaborate with accessibility specialists and test with assistive technologies
- Implement semantic HTML, ARIA attributes, and keyboard navigation patterns
- Optimize content for search engines following SEO best practices
- Optimize website performance including Core Web Vitals, load times, and rendering efficiency
- Implement analytics tracking and analyze user behavior data to inform development decisions
- Conduct accessibility audits using automated and manual testing methodologies

15%

**User Experience Design and Research Integration**

- Communicate and collaborate with clients, planning analysts, project managers, and stakeholders on projects and assignments.
- Advise user research and design on technical feasibility of suggested solutions.
- Apply user-centered design principles throughout the development lifecycle
- Participate in user research sessions, usability testing, and interviews
- Collaborate effectively with UX designers, product managers, and stakeholders to gather requirements and implement scalable solutions
- Build interactive prototypes to validate design decisions rapidly
- Assess technical feasibility of design proposals and provide implementation guidance
- Champion accessibility and inclusive design practices in all user-facing implementations

**AI Tools and Emerging Technologies**

10%

- Demonstrate curiosity and willingness to explore AI tools and emerging technologies
- Evaluate and help integrate generative AI tools to enhance digital workflows
- Use AI-assisted development tools such as code assistants with attention to quality and coding standards
- Help engineer AI prompts using various Large Language Models (LLMs) to support productivity, prototyping, or content generation tasks
- Stay current with AI and Machine Learning (ML) technologies applicable to front-end development
- Research and apply emerging technologies and approaches where appropriate

5%

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

- Other related duties as required.
- Participate in professional development and training opportunities
- Stay current with evolving design system practices and modern front-end standards

**Work Environment Requirements**

- Hybrid office work environment (subject to change)
- During state emergencies or activation by the California Office of Emergency Services, incumbents may be asked to work extended hours, 12-hour shifts, and/or off site and occasionally out of town.
- May be required to carry a cell phone.
- May be required to work outside of normal work schedule.
- Travel to internal and external customer locations for meetings is required.
- Managing multiple high priorities simultaneously, each with tight deadlines.
- Adapt to new technologies and trends in Information Technology (IT) and learn new skills to keep current with industry standards and best practices.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The IT Spec 1 receives general direction from the ITM 1. It is expected that the IT Spec 1 interpret directions and coordinate, organize, plan, provide direction to staff, and facilitate the implementation of directions, projects and assignments.

**Actions and Consequences:**

The IT Spec 1 should have a thorough understanding of the responsibilities and duties of this position and also a

broad understanding of the mission and goals of the OET. Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

**Personal Contacts:**

The IT Spec 1 has regular contact with various California departments, agencies and their executive leadership and project staff, the California Government Operations Agency, CDT executives, leadership and project staff, and consultants. The IT Spec 1 may have contact with the Governor’s Office, Legislature, control agencies, business consultants, and vendors in the communication of program strategies, direction, and project changes.

**Administrative and Supervisory Responsibilities:** (Indicate “None” if this is a non-supervisory position.)

None

**Supervision Exercised:**

This level does not supervise but may lead. The IT specialist I has defined responsibility and authority for decision making related to projects or in an advisory function

**Other Information**

Desirable Qualifications: (List in order of importance.)

**Education and Experience:**

- Bachelor's Degree in Computer Science, Information Technology, Digital Design, Human-Computer Interaction, or related field; OR equivalent experience
- 2+ years professional front-end development experience with demonstrable portfolio

**Technical Expertise:**

- Expert proficiency in modern, semantic HTML5, CSS3, and JavaScript/TypeScript with focus on minimal, stable, maintainable markup grounded in web standards
- Experience building reusable components using standards-based approaches that work across different frameworks or stacks
- Demonstrated ability to translate design specifications (Figma files, design tokens) into accessible, maintainable front-end code
- Strong experience with modern JavaScript frameworks (React, Vue.js, or Angular)
- Version control expertise using Git, GitHub, and Azure DevOps
- Proven experience in peer code reviews and maintaining shared coding standards

**Accessibility and Standards:**

- Deep understanding of WCAG 2.1 guidelines, Section 508 compliance, and ARIA specifications
- Experience testing with assistive technologies and accessibility testing tools
- Knowledge of web performance optimization, Core Web Vitals, and SEO best practices

**User Experience and Collaboration:**

- Strong understanding of UX/UI design principles and user-centered design
- Demonstrated ability to work collaboratively with designers, product managers, and stakeholders to gather requirements and implement scalable solutions
- Ability to work independently while contributing to shared codebases and common standards
- Excellent communication skills with ability to explain technical concepts clearly

**AI and Emerging Technologies:**

- Awareness of AI technologies and their application in web development and user experience
- Interest in implementing AI-enhanced features and intelligent interfaces
- Understanding of ethical AI principles and privacy considerations
- Demonstrated curiosity and willingness to learn evolving design system practices and modern front-end standards

**Professional Skills:**

- Strong analytical and creative problem-solving abilities
- Self-motivated with ability to manage multiple priorities
- Commitment to continuous learning and staying current with industry trends
- Understanding of Agile/Scrum methodologies

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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## Instructions

<b>Copies and Distribution</b>	<ul style="list-style-type: none"> <li>• <b>Current and Proposed Duty Statements:</b> Submit with Request for Personnel Action (RPA) package.</li> <li>• <b>Approved Duty Statement:</b> Supervisor reviews with incumbent; both supervisor and incumbent must sign and date.</li> <li>• <b>Signed Copies:</b> Original to supervisor; copy to incumbent; scanned/electronic version emailed to Human Resources.</li> </ul>		
<b>Section A: Position Profile</b>	Complete Sections A through K. If position number is changing, complete sections D, E, G, and H using the proposed position information. If incumbent's name is known, complete section C.		
<b>Section B: Position Functions &amp; Duties</b>	Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).		
<b>Information Technology Domains</b>	Select all domains applicable to the incumbent's duties/tasks.		
<b>Organizational Setting and Major Functions</b>	Provide a <u>brief</u> description of the position's reporting relationship, primary role, and purpose.		
<b>Essential Functions</b>	Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. <b>NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%.</b>  Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to: <ul style="list-style-type: none"> <li>• The position exists to perform the function.</li> <li>• There are a limited number of other employees available to perform the function, or among whom the function can be distributed.</li> <li>• The function is highly specialized; the person is hired for special expertise or ability to perform the function.</li> <li>• Removal of the function would fundamentally alter the job.</li> </ul> To write essential functions for the position: <ul style="list-style-type: none"> <li>• Identify the major functions of the job. Most positions have five to seven major functions.</li> <li>• Identify the specific tasks associated with each major function (include end products).</li> <li>• Identify the level of work and why the work is done.</li> </ul> The below is an example of how to write an essential function and the associated task statements: <b>ESSENTIAL FUNCTIONS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">45%</td> <td style="padding: 5px;">Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> <ul style="list-style-type: none"> <li>• Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items.</li> <li>• Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization.</li> <li>• Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda].</li> </ul> </td> </tr> </table>	45%	Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> <ul style="list-style-type: none"> <li>• Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items.</li> <li>• Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization.</li> <li>• Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda].</li> </ul>
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<b>Marginal Functions</b>	Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases "perform other related duties" or "perform other related work" can be used in the marginal functions field. <b>NOTE: Percentages shall be in increments of 5, and should be no more than 5%. The total percentage of all functions (essential and marginal) must equal 100%.</b>		
<b>Work Environment Requirements</b>	Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. <b>NOTE: Specify in this section if a fingerprint background check is required.</b>		
<b>Allocation Factors</b>	<ul style="list-style-type: none"> <li>• <b>Supervision Received:</b> Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review.</li> <li>• <b>Actions and Consequences:</b> Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations.</li> <li>• <b>Personal Contacts:</b> Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group.</li> <li>• <b>Administrative and Supervisory Responsibilities:</b> Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate "None" if a non-supervisory position.</li> <li>• <b>Supervision Exercised:</b> Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature.</li> </ul>		
<b>Other Information</b>	Identify any significant factors or special requirements for this position that are not included elsewhere on this form. <ul style="list-style-type: none"> <li>• <b>Desirable Qualifications:</b> Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent's ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) <b>NOTE: Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB).</b></li> </ul>		