

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30184	DGS DIVISION / OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Custom Application Solutions (CAS)	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, Third Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist I	POSITION NUMBER 306-072-1402-139	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00am to 5:00pm	TENURE Permanent	
WORKING TITLE .Net Developer - Security Specialist	TIMEBASE Fulltime	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 participate in all phases of the Software Development Life Cycle and be responsible for completion of software and documentation deliverables.

☐ 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
30%	Assess security vulnerabilities detected in custom applications by configuring security tools and services like Veracode, audit findings, Web Application Firewall (WAF) etc., utilizing Visual Studio in order to remediate the security findings, and to ensure custom applications meet the DGS Security posture expectations, adhering to DGS, CalSecure and Open Worldwide Application Security Project (OWASP) standards and policies.
25%	Designs, develops, secures, tests, and maintains by rewriting legacy 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, authorization and authentication services in

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	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, CalSecure and OWASP standards and policies.
20%	Performs an annual review and updates the secure development standards, best practices, and procedures for the section in collaboration with senior developers, enterprise architects, security, and privacy staff, works with the Information Security Office staff to plan security audit finding remediation efforts, and works with section supervisors and staff to identify security remediation tasks and durations, schedule tasks, track completion, and escalate completion issues utilizing Azure DevOps, Microsoft Project plan in order to meet the security requirements, and to ensure all custom applications adhere to DGS, CalSecure and OWASP security standards and policies.
15%	Collaborates with other Software Developers, Architects, Testers, Analysts, and Business Partners in order to build secure and robust technical foundations/solutions, resolve application defects, and impediments during ETS project planning, to ensure all project deliverables and deadlines are met utilizing Azure DevOps, Visio, Agile methodologies and DGS, CalSecure and OSWAP standards and policies.
10%	Creates and maintains project management plans, schedules, status reports, user stories, and incident logs using project management software and application tools, templates, and best practices to inform executive management, project sponsors, and the development teams of project updates and milestones to ensure successful completion and implementation of complex development efforts.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

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

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,
 Strong skills in writing stored procedures, views, and functions, REST API integration using Angular's HttpClient,
 and with Reactive Forms and Template-driven Forms
 Strong experience with Angular (v2+) using TypeScript, optimize queries, using indexes, and joins
 Experience with Windows Authentication using Active Directory, using SQL Server Management Studio (SSMS),
 designing and deploying SSRS report,
 Strong knowledge of LINQ (Language Integrated Query), HTTP methods, CORS, cookies, and status codes

Understanding of OOP (Object-Oriented Programming) principles, relational schema design and data normalization, report datasets, RDL file structure, Report Builder
Familiarity with .NET Framework, integrating SSRS reports, Angular CLI, npm, UI frameworks
Ability to create parameterized, drill-down, and linked reports, troubleshoot and optimize report performance

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)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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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
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C & P APPROVED BY	DATE SIGNED
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