

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist I	<i>Application Developer</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-349-1402-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
SDI Online & Distributed Application Section/SDI Development Group	Tracy Shaikh
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Product Development Division	Information Technology Supervisor II
BRANCH:	REVISION DATE:
Information Technology Branch	5/24/2018
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply:	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Travel May be Required	<input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>)
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
Preferred & Desirable Qualifications: Knowledge/experience with the Disability Insurance program and the State Disability Insurance (SDI) web applications. Knowledge and demonstrated experience with .NET, C#, HTML 5, CSS, Bootstrap, COBOL, systems development lifecycle (SDLC), including various frameworks, SQL database administration, test concepts, and server knowledge. Ability to lead tasks in the area of application development of n-tier applications and mentor other staff. Mature leadership, customer service, team building, project management, and advanced communication and presentation skills. Experience with Microsoft Visual Studio and team foundation server.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Information Technology (IT) Supervisor II, the incumbent serves as a member of the development team and performs a wide variety of tasks requiring regular innovative problem solving to support SDI web applications (SDI Online, Paid Family Leave, or DI Consolidation). As a Specialist, the incumbent works on the advanced design, development, and maintenance of the applications by performing a	

wide variety of analytical and technical activities, and may lead lower-level staff in those activities. The incumbent coordinates application development activities in various technical areas and works closely with other team members to define, document, and maintain project processes, product and system documentation. The incumbent develops and implements the process for managing and sustaining these processes and documents through all the phases of the SDLC. The tasks for this position encompasses multiple IT domains: 1) Business Technology Management, 2) Project Management, 3) Software Engineering, and 4) System Engineering.

The incumbent has a depth of knowledge in system features, interfaces, and mission critical production processing activities. Supports applications development activities in planning, analyzing, developing, testing, and implementing application software solutions (including development, enhancement, testing, and maintenance services). Develops detailed program specifications from requirements, writes and/or modifies computer programs, unit tests programs, and develops application documentation packages sufficient to achieve successful integration testing and migration to production support.

The incumbent maintains understanding of the DI Branch business environment, equipment, and procedures as they relate to the need for information systems resources and services. Alerts managers to potential risks and issues of importance. Provides guidance in the research, evaluation, development, and selection of IT processes, products, and services to support the application development functions. Provides information to contractor staff.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance and lead medium size projects, and an incumbent who has reached Range C should be able to perform the task independently, assist newer staff in the process, as needed, and lead large size projects.

Percentage of Duties	Essential Functions
30%	Serves as a specialist for the software development and maintenance of State Disability Insurance web applications. Develops expertise in those technical applications. Consults with appropriate sources for technical knowledge, organizes and shares technical instructions and training material with ITB staff. Provides training and mentoring for team members, as needed. Ensures training is accurate, and provides follow up with staff to assure learning is taking place. Develops, updates, and implements standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of systems and databases.
30%	Defines and designs software solutions using specification development industry standards and methodologies in response to functional requirements established with customers. Develops, tests, and implements new applications and modifications to existing applications ensuring hardware, software design, and development adhere to organizational enterprise architecture to assure secure, reliable, and accessible solutions. Develops and maintains software product documentation for each phase of the SDLC to ensure maintainability. Perform software product deployment and release management activities.
20%	Serves as a lead on special assignments. Analyzes requirements, develops time and cost estimates. Assesses potential risks and develops contingency plans. May assign and review work. Schedules and coordinates team meetings. Provides documentation, detailed work plans, task and defect tracking, risk assessments, and status reports accurately and in a timely manner.
15%	Works with customers to define and document functional requirements for a variety of applications. Provides IT consultation to business community to support business programs.

Percentage of Duties	Marginal Functions	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: <i>Choose an item.</i>	
Lifting: Not Applicable - activity does not exist	Bending/Stooping: <i>Choose an item.</i>	
Other: <i>Click here to enter text.</i>		
Type of Environment:		
<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers:		
<input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED:		
<i>(List total per each classification of staff)</i>		
None		
6. SIGNATURES		
Employee's Statement:		
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement:		
<i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Unit (CPU) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	CPU Analyst Initials	Date Approved
	nsw	4/28/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i>		
<i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		
List any Reasonable Accommodations made:		

Civil Service Classification
Information Technology Specialist I

Position Number
280-349-1402-XXX

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file