

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%	<p>*Acts as a software architect for CAL FIRE. *Works in conjunction with the Chief Technical Officer to set standards and manage both emerging and trailing edge products and dependencies. *Defines the software frameworks to be used and ensures all dependencies and infrastructure requirements are adhered to. *Ensures non-functional requirements for performance, security, reliability and availability are met. *Collaborates with Information Technology teams and stakeholders to define all aspects of development. *Provides technical guidance and mentorship to developers and engineers and the web team. *Serves as a hands-on lead developer for applications and reports built on the Microsoft Power Platform and Power BI, ensuring solutions are scalable, secure, and aligned with CAL FIRE standards.</p>
10%	<p>*Ensures procurement and budgeting administration best practices are met by adhering to direction from the Administrative Officer. *Develops business case justifications and cost/benefit analyses for Information Technology spending and initiatives as assigned. * Aids in the development of Feasibility Studies. *Develops requests for proposal and statement of works for IT contracts. *Provides vendor management as needed. *Acts as a team member on the Information Technology Management Team. *Ensures system documentation for all Applications Services components and web hosting are maintained for currency and accuracy. *Attends meetings as directed. *Includes participation in the evaluation and procurement of licenses, connectors, and services required to support Power Platform and Power BI development.</p>
10%	<p>*Provide onsite technical support to mobilized CAL FIRE employees by assisting with issues, and service requests to include, but not limited to, resolving issues related with basic computer hardware and software installation. *Coordinate issues, service requests, and escalate as needed to incident project lead or incident management team. *Perform minor, computer, network, or server tasks, including but not limited to, adding patch cables, users, replacing switches, or wireless access points. *Attend annual Incident Network (InciNet) training, as needed.</p>
5%	<p>Other job-related duties as assigned. *This may include performing coding tasks in C#, web sites and the Microsoft Power Platform environment, developing new Power BI dashboards or reports, and providing technical support for low-code solutions as needed.</p>
<p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>	

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Will be required work at remote facilities or incidents to affect repairs onsite, which can involve overnight travel. Hardware repair requires occasional lifting of PC's and printers which should not exceed 40 pounds. Requires duty officer off hours on a rotational basis.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only		<input type="checkbox"/> Posted to Directory	_____ Initials and Date