



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

**DUTY STATEMENT
LEGISLATIVE DATA CENTER
CUSTOMER SERVICES BRANCH
MEMBER OFFICES DIVISION
CONSTITUENT COMMUNICATIONS**

Classification Title: Information Technology Specialist I

Working Title: Software Application Developer

Position Number: 430-156-1402-XXX

Effective Date: May XX, 2026

ORGANIZATION SETTING AND MAJOR FUNCTIONS

Statement of Duties:

Under the direction of the Information Technology Manager I (ITM I), the Software Application Developer serves as a technical specialist, demonstrating an in-depth understanding and level of expertise of development and maintenance of application services and technologies to perform a wide variety of tasks requiring innovative problem-solving. The Software Application Developer will work as a team member responsible for providing application development and support for web applications and information technology solutions used by legislative customers. The incumbent must demonstrate ethical behavior and work cooperatively with others. After hours support of legislative software applications and systems may be required due to operational need. Duties include, but are not limited to the following:

Essential Functions

- 30% Provides technical expertise in the development and maintenance of complex applications developed by LDC. Codes and implements web application functionality to support legislative business functions using business and system requirements and system specifications. Develops and tests assigned system components.
- 30% Provides technical production support for assigned applications. Responsible for troubleshooting and resolving software/hardware problems using technical knowledge and skills. Updates software/hardware configuration documentation as changes are introduced to production systems.

- 20% Participates in Information Technology projects to include conducting technical research, gathering business requirements, testing and implementing technology solutions to improve application functionality and services. Collaborates with project teams and develops technical work plans to effectively communicate assigned work efforts and deliverables. Ensures accuracy and quality of work assigned using technical knowledge, business requirements and department standards.
- 20% Acts as the technical specialist on complex application development projects. Applies software development methodologies and best practices for assigned work. Provides timely and accurate status updates to management.

Supervision Received:

The Information Technology Specialist I (ITS I) reports to the ITM I of the Constituent Communications section in the Member Offices Division. Assignments will be made by the ITM I and will be general in nature, accompanied by any special constraints, and/or requirements. The ITS I will be responsible for analysis, planning, researching, and implementation of these assignments.

Typical Physical Demands:

There may be extended periods of sitting. Some travel between offices located in the downtown Sacramento area that will require walking within several blocks.

Typical Working Conditions:

Performance of these duties requires the use of computers and mobile devices such as tablets and mobile phones. Cubicle workspace area in an office building and temperature controlled.

When working remotely, an internet connection that is adequate for the job, a quiet and distraction-free working space, and dedication and full attention to the job duties during working hours. Adhere to breaks and attendance schedules agreed upon with manager.

Shift Hours:

The typical workday is 8:00 a.m. to 5:00 p.m. However, work hours may involve working extended hours, evenings, weekends and on-call hours as needed based on business needs.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Signature of Employee

Date