

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

E-ITSB 25-006

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Data and Technology Division, Information Technology Systems Branch (DTD/ITSB)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-030-1402-004
UNIT NAME AND LOCATION Natural Resources Development Unit / Sacramento	CLASS TITLE Information Technology Specialist I
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-030-1402-004

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the direction of Information Technology (IT) Supervisor II, the Information Technology Specialist I performs a variety of duties that are complex in nature and moderately broad in scope. The incumbent is responsible for the day-to-day maintenance, operation and improvements of the Departments' websites, website platforms and software. This includes assuring all web pages and published documents comply with all State and Department policies, guidelines and standards; maintaining and managing the content and organization of new and existing web pages and published documents as directed; monitoring website activities; updating and enhancing websites, website platforms and software.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
30%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Website Administration and Compliance</b> Perform webmaster duties. Manage, publish and update website content in line with content governance. Modify, create, and update HyperText Markup Language (HTML), JavaScript, and Cascading Style Sheets (CSS), along with maintaining .NET and Model-View-Controller (MVC) based solutions via Microsoft Visual Studio. Implement accessibility best practice and conduct accessibility checks on new content and templates. Test and validate site changes across common browsers and devices to ensure consistent presentation. Administer on-page search optimization activities and ensure metadata is applied correctly. Optimize pages for speed and user experience through asset management and code review. Produce regular reports on traffic, performance and reported incidents and present findings to stakeholders. Identify and resolve website functional and operational issues documenting findings, troubleshooting, recommending solutions, and resolving them. Perform site accessibility compliance reviews to include testing and modifying website platforms, software components, and published documents to meet Section 508 (amendment of the Rehabilitation Act of 1972) and Web Content Accessibility Guidelines (WCAG) 2.2, Level A and AA standards. Review and advise on third party integrations and their impact on site performance, security, compliance and accessibility. Evaluate proposed website content structure and designs against business requirements and provide recommendations. Formulate, deliver, and coordinate end user training.</p>
25%	<p><b>Website Management and Maintenance</b> Perform configuration management and release management for website platforms and software components. Research and consult with management and technical staff to identify issues related to performance, security, compliance, accessibility, recommending changes as needed. Coordinate with IT Operations, design and content teams to priorities and schedule site updates. Monitor</p>

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	<p>websites and software to ensure integrity of the websites meets security, accessibility and performance standards and requirements. Monitor and assess website and software security controls. Identify and fixes broken links, page errors, missing assets and missing modules. Investigate and resolve security and performance incidents. Evaluate, test, and debug website and software functionalities. Maintain website and software product documentation. Document and maintain processes and procedures, technical configurations and change logs. Perform data import and export activities. Manages integration of information systems and/or subsystems. Maintains backups and participates in recovery exercises for website assets and configurations. Manages user accounts, permissions and editorial workflows to maintain content integrity</p>
15%	<p><b>System and Software Maintenance and Support</b>                      Install, configure, maintain, and troubleshoot system and software applications. Ensure system and software application hardware compliance with security policies. Configure and/or modify systems and software applications. Perform system and software application deployment and release management activities. Review system and software architecture and make recommendations regarding technical and operational feasibility. Conduct disaster and recovery analysis, planning, implementation, and administration for system and software applications. Verify stability, interoperability, portability, security, and scalability of system and software architectures. Troubleshoot, track, and conduct root cause analysis of system/database/operational issues. Conduct security impact analysis and report system and software security statuses. Monitor and conduct audits of system and software capacity, performance, and traffic analysis. Provide IT consultation in support of business programs. Resolve client incidents or requests. Troubleshoot and investigate routine issues and security incidents.</p>
15%	<p><b>Business Analysis</b>                      Analyze, develop, and document business processes. Analyze and research new systems and software technologies. Gather, document, and review system and software requirements and specifications. Assist with performing feasibility studies and research analysis related to technology projects. Assist with analyzing business impact and exposure based on emerging security threats. Coordinate and consult with users, administrators, and engineers to identify business and technical requirements. Conduct research and perform analysis to recommend system upgrades, process improvements, and cost-effective solutions. Analyze incident-related data and determine the appropriate response.</p>
10%	<p><b>Project Planning and Monitoring</b>                      Assist with developing and monitoring project milestones and deliverables. Monitor project(s) to ensure adherence to budget, schedule, and scope. Perform risk assessments. Sustain cooperative working relationships with project stakeholders.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks; attend career development and training programs, seminars as appropriate to contribute to the achievement of the DTD/ITSB Natural Resources Unit's goals and objectives.</p> <p><b>WORKING CONDITIONS:</b>                      The duties of this position are primarily conducted indoors in a professional office environment, in a climate-controlled cubicle which can fluctuate in temperature and is under artificial light. The position involves sitting most of the time but also requires walking or standing, required to use a computer, mouse, keyboard, and will be required to focus and sit for long periods of time at a computer screen, multi-tasking, adapting to changes in priorities, and completing tasks or projects with short notice. Travel up to 5% may be required via private or public transportation.</p>

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<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>