



**DUTY STATEMENT**  
 Department of Finance  
 Human Resources Office

*The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.*

<b>NAME</b>		<b>EFFECTIVE DATE</b>	
<b>UNIT</b>	Information Systems - Enterprise Systems Development	<b>POSITION NUMBER</b>	300-912-1414-002
<b>CLASSIFICATION</b>	Information Technology Specialist II		

**SCOPE**

Under general direction of the Enterprise Systems Development (ESD) manager, incumbents demonstrate a depth of leadership and expertise in one or more domains. Incumbents perform a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. Incumbents optimize and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization. Incumbents typically work in the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains.

The Specialist II clearly demonstrates team leadership competencies and models the organization values. The Specialist II responsibilities include project management or consultant or advisor where the implementation of advice or plans proposed have significant impact on the organization's business success. The Specialist II has defined responsibility and authority for decision making. Work performed at this level involves planning, developing, and implementing technological solutions that are essential to the mission of the overall organization or affect large numbers of users on a long-term or continuing basis.

**ESSENTIAL FUNCTIONS**

50%	<p><b>Software Engineering:</b></p> <ul style="list-style-type: none"> <li>• Debug software using various programming tools and systematic debugging methods.</li> <li>• Design and implement system access controls to maintain system security in accordance with information security best practices and standard IT operating procedures.</li> <li>• Architect, design, develop, and implement software that adheres to organizational enterprise architecture ensuring secure, reliable, and accessible salutations.</li> <li>• Review software architecture and make recommendations regarding technical and operational feasibility.</li> <li>• Create, enhance, and maintain IT software solutions using various programming languages to meet department requirements and expectations with regards to efficiency and effectiveness.</li> <li>• Design and implement data models using system specifications and requirements to provide for efficient data storage and retrieval in accordance with best practices.</li> <li>• Design testing methods, validation procedures, and execution plans to evaluate software functionality.</li> <li>• Plan, design, and implement the enterprise data models using standardized modeling tools to align technology solutions with business strategies.</li> <li>• Plan, develop, and maintain data strategies to support business analysis.</li> <li>• Review software code to ensure compliance with defined standards.</li> <li>• Other job related duties as required.</li> </ul>
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<p>30%</p>	<p><b>Information Technology Project Management:</b></p> <ul style="list-style-type: none"> <li>• Monitor or track project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality.</li> <li>• Apply industry standards, principles, methods, and techniques to manage a project through all phases of the Project Management and System Development Life Cycles.</li> <li>• Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.</li> <li>• Define the scope of the project in collaboration with senior management.</li> <li>• Develop a schedule for project completion that effectively allocates the resources to the activities.</li> <li>• Document lessons learned and Post Implementation Evaluation Reports.</li> <li>• Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures.</li> <li>• Lead and/or direct the documentation of business processes or operational activities.</li> <li>• Meet regularly with the project team (state and vendor), project sponsor, project steering committee, governance, directorate, control agencies, and other external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities.</li> <li>• Prepare project status reports by collecting, analyzing, and summarizing information and trends.</li> <li>• Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.</li> <li>• Other job-related duties as required.</li> </ul>
<p>10%</p>	<p><b>Business Technology Management:</b></p> <ul style="list-style-type: none"> <li>• Formulate business cases, feasibility studies and research analysis reports related to Intranet and Internet solutions.</li> <li>• Provide consultation to business community to support business programs as related to internet/intranet presence.</li> <li>• Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements.</li> <li>• Other job-related duties as required.</li> </ul>
<p>10%</p>	<p><b>Information Security Engineering:</b></p> <ul style="list-style-type: none"> <li>• Analyze business impact and exposure, based on emerging security threats, vulnerabilities and risks to recommend IT solutions.</li> <li>• Categorize the information system and the information processed, stored, and transmitted by that system.</li> <li>• Design new technologies, architectures, and secure solutions that will support security requirements and align with strategic planning for the enterprise and its customers, business partners and vendors.</li> <li>• Develop and ensure security solutions and technical artifacts are in place throughout all IT systems and platforms.</li> <li>• Perform vulnerability and risk assessments to identify security risks and recommend IT solutions.</li> <li>• Other job related duties as required.</li> </ul>

**SPECIAL REQUIREMENTS**

- Willingness and ability to accept increasing responsibility.

**KNOWLEDGE, SKILLS, AND ABILITIES**

The incumbent is required to possess all knowledge of the Information Technology Specialist I classification, and the following knowledge:

- Emerging technologies and their applications to business processes
- Business or systems process analysis, design, testing, and implementation techniques

- Techniques for assessing skills and education needs to support training, planning and development
- Business continuity and technology recovery principles and processes
- Principles and practices related to the design and implementation of information technology systems
- Information technology systems and data auditing
- The department's security and risk management policies, requirements, and acceptable level of risk
- Application and implementation of information systems to meet organizational requirements
- Project management lifecycle including the State of California project management standards, methodologies, tools, and processes
- Software quality assurance and quality control principles, methods, tools, and techniques
- Research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes
- State and federal privacy laws, policies, and standards.
- Best practices for Web Application Development frameworks
- Web applications user centric interface design
- Azure DevOps and Azure Application Services
- Working knowledge of macOS.

The incumbent is required to possess all abilities of the Information Technology Specialist I classification, and the following skills and abilities:

- Recognize and apply technology trends and industry best practices
- Assess training needs related to the application of technology
- Interpret audit findings and results
- Implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data
- Apply principles and methods for planning or managing the implementation, update, or integration of information systems components
- Apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management
- Monitor and evaluate the effectiveness of the applied change management activities
- Keep informed on technology trends and industry best practices and recommend appropriate solutions
- Foster a team environment through leadership and conflict management
- Effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives
- Analyze the effectiveness of the backup and recovery of data, programs, and services.
- Excellent written and oral communication skills.
- Strong analytical skills and experience resolving complex problems or issues.
- Ability to develop and maintain excellent customer service.
- Ability to communicate diplomatically and effectively, both orally and in writing.
- Ability to develop training materials and conduct customer's training.
- Experience working in a team-oriented, collaborative environment.
- Experience designing and building full stack Java web applications.
- Ability to conduct unit, system integration, regression, and acceptance testing.
- In-depth experience with web applications development both server-side and front-end logic.
- Experience designing ADA compliant user interfaces and testing for compliance.
- Experience and proficiency in using Eclipse and Visual Studio Code.

**SIGNATURES**

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	
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**I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.**

<b>SUPERVISOR NAME</b>	Sergei Ludanov		
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<b>SUPERVISOR SIGNATURE</b>		<b>DATE</b>	
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<b>PROGRAM BUDGET MANAGER (PBM) NAME</b>	Larissa Stockton		
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<b>PBM SIGNATURE</b>		<b>DATE</b>	
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