



POSITION DUTY STATEMENT

<b>Division:</b> Information Systems Division	<b>Classification Title:</b> 1402 Information Technology Specialist I
<b>Branch:</b> Enterprise Applications Branch	<b>Working Title:</b> Application Programmer Analyst
<b>Unit:</b> Enterprise Applications Branch	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> Sacramento	<b>Position County:</b> Sacramento County
<b>Position Number:</b> 717-1402-043	<b>CBID/Bargaining Unit:</b> R01
<p><b>Conflict of Interest Classification:</b> No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
<b>Medical Evaluation:</b> No	<b>Bilingual Language:</b> Unknown
<b>Sensitive Position:</b> No	<b>DMV Employee Pull Notice:</b> No
<b>Fingerprint/Live Scan:</b> Yes	<b>Professional License:</b> No
<b>Work Week Group:</b> E	<b>Effective Date:</b> 04/27/2022

<p><b>Direction Statement and General Description of Duties:</b> Under direction of the Information Technology Supervisor II and the Information Technology Manager I, the Information Technology Specialist I will perform duties related to Software Engineering and System Engineering, including, but not limited to: software development, product management, and solution design. The Information Technology Specialist I is responsible for designing, developing, installing, and maintaining applications.</p>	
<p><b>Percentage and Essential/Marginal Functions:</b></p>	
35%	(E)



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	<p>Software Development Serves as a team lead, or member, on projects of high complexity, in accordance with the Systems Development Life Cycle (SDLC) methodology. Collaborates with other staff on developing complex information technology applications and systems, including programming, documenting, and unit testing software in accordance with requirements. Participate in code walk-through sessions with other developers to assess software and discuss possible errors, violations of development standards, and other issues.</p>
30%	<p><b>(E)</b></p> <p>Application/System Maintenance Troubleshoots and performs root cause analysis of issues and performs maintenance tasks to support applications and systems in development, integration test, system test, unit acceptance test, training, and production environments. Supports processes for the operation and administration of business applications and functions. Develops, updates and implements standards and procedures to ensure proper installation, configuration, maintenance, security, reliability and availability of applications and systems.</p>
20%	<p><b>(E)</b></p> <p>System Design Participates in developing strategic activities such as planning, designing, implementing, and testing applications and system software that will support the initiatives of the Information Systems Division (ISD). Makes recommendations on application and system upgrades, solutions, and process improvements to meet current and future needs.</p>
10%	<p><b>(E)</b></p> <p>Technical Research and Analysis Conducts ongoing research and analysis in order to maintain awareness of new software, component, framework, and server versions, emerging methodologies and best practices in application and system development, evolving industry trends, standards, concepts and practices in compliance with DMV information security standards and practices. Develops and makes presentations, as needed, on technical topics to in-house and non-DMV audiences, including upper-level management groups. Participates in the evaluation and analysis of new legislation and service requests as they relate to applications and systems.</p>
5%	<p><b>(M)</b></p> <p>Miscellaneous Performs other job-related duties as required.</p>



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<p><b>Supervision Received:</b> This position is under direction of the Information Technology Supervisor II and Information Technology Manager I.</p>
<p><b>Supervision Exercised and Staff Numbers:</b> This position does not supervise, but may lead. This position has defined responsibility and authority for decision making related to projects or in an advisory function.</p>
<p><b>Physical Requirements:</b> This position works in an office setting, in a cubicle, which may include sitting for long periods of time, accessing a computer, and typing for long periods of time. DMV operates 24/7, so this position may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out of town classes or conferences.</p>
<p><b>Special Requirements:</b> Knowledge of current industry standards, best practices, and trends related to the software development lifecycle. Knowledge of the principles, methods, and procedures for designing, developing, optimizing, and integrating applications and systems in accordance with best practices. Ability to develop and maintain standards and procedures to support and ensure consistency during the development, implementation, and maintenance of applications and systems. Ability to analyze needs and product requirements to create functional application and system designs. Ability to monitor and review software development activities to ensure compliance with specifications, requirements, and standards. Ability to serve as technical expert for application and system development.</p>
<p><b>Personal Contacts:</b> This position contacts managers, technical staff, and users to provide and make recommendations regarding applications, systems, and problems requiring solutions. This position maintains regular contact with IT staff, vendors, and external entities to coordinate problem solving and ensure conformity of methods and practices. This position may contact users, to discuss business and system requirements, contractors, to provide oversight, and vendors, to discuss new technology.</p>

**EMPLOYEE ACKNOWLEDGMENT**

*I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)*



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EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

**MANAGER/SUPERVISOR ACKNOWLEDGMENT**

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement*

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE