



Duty Statement

Request for Personnel Action (RPA) Number 2526-02369	Effective Date
Classification Title Information Technology Specialist I	Position Number 564-260-1402-021
Working Title Power Platform Applications Specialist	Bureau and Section Quality Assurance Bureau Web & CCP Applications QA Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the direction of the **Information Technology Supervisor II** within the Technology Solutions Bureau (TSB), the Power Platform Applications Specialist serves as a senior-level technical developer responsible for the full System Development Life Cycle (SDLC), including design, development, testing, deployment, and maintenance of enterprise applications and services, and post-implementation support as a Subject Matter Expert (SME). Provides leadership and technical expertise in developing scalable, secure, and accessible applications and services that support departmental goals and customer needs. This role also supports DevOps practices such as continuous integration, automated deployment, system monitoring, and production support. The developer works independently and collaboratively, often serving as a consultant or lead on complex projects, and contributes to architectural planning, technical mentoring, and innovation initiatives. Work will be performed within FTB's Mission and Values framework and is geared toward fulfilling TSB's Business Plan goals while focusing on the needs of our business partners. The position provides services within the IT domain of Software Engineering and supports the department's mission by delivering high-quality technology solutions that improve operational efficiency and taxpayer services. The use of designated productivity tools to plan, schedule, and complete assigned work successfully is expected and includes but is not limited to: Microsoft Excel, Outlook, PowerPoint, Project, SharePoint, Teams, Azure Dev Ops, Visio, and Word.

Essential Functions

Percentage	Description
50%	Work independently to perform and lead complex designs, develop code, unit tests, and maintain complex enterprise applications and services. Participates in all phases of the SDLC, ensuring compliance with architectural standards, security policies, and accessibility requirements. Develops and maintains technical documentation including design specifications, work plans, and operational procedures. Performs unit testing, debugging, and ensures high system availability. Represent the bureau on cross-functional teams and special initiatives that have divisional, departmental, or statewide impact, contributing to the design of innovative, customer-focused solutions. Postproduction support for 24/7 applications may require work outside normal business hours as needed.
30%	Provides technical leadership and guidance to team members. Collaborates with architects and project leads to implement new or modified system architectures. Promotes the use of shared services and reusable components across development efforts. Mentors junior staff and backs up technical leads when necessary.
15%	Conducts research and evaluation of new tools, frameworks, and technologies to improve development



Duty Statement

Percentage	Description
	and deployment processes. Performs compatibility testing and impact analysis for new or upgraded systems. Supports DevOps practices including automation, configuration management, and deployment pipelines. Troubleshoots and resolves complex production issues in collaboration with cross-functional teams. Participate in meetings and technical discussions to assess future opportunities and system enhancements.

Marginal Functions

Percentage	Description
5%	Work on teams and special projects assigned. Attend meetings as requested. Provide general support for the unit's activities as needed. Attend training classes. Other duties as assigned.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

VACANT

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

DeLaCruz, Jeff@FTB		
Name (Print)	Signature	Date