

<b>Classification Title:</b> Information Technology Specialist II	<b>Branch/Division/Bureau:</b> Administration & Licensing Services Branch/Information Technology Division
<b>Working Title:</b> Application Solutions Architect – Rate Regulation Branch	<b>Office/Unit/Section/Geographic Location:</b> Power Platform Development Unit/Microsoft Platform Development Section/Sacramento
<b>Position Number (13 Digit):</b> 413-105-1414-013	<b>Conflict of Interest Position:</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the general direction of the IT Manager I (ADAM), Microsoft Platform Development Section, the Information Technology Specialist II (ITS II) serves as the architectural and technical lead for Rate Regulation Branch (RRB) systems, designing and developing complex, mission-critical applications. The incumbent provides technical expertise and recommendations on strategies, policies, and standards, mentors developers, and collaborates with staff to implement systems supporting RRB operations, including data governance, modeling, and risk analysis. Using Microsoft Power Platform (PowerApps, Power Automate, plugins, workflows), Snowflake, and analytics tools, the ITS II builds secure, scalable solutions and integrates Snowflake with Power Platform via connectors, workflows, and APIs to enable data-driven decision-making. Working with actuaries and subject matter experts, the incumbent establishes technical standards and oversees future-state solutions aligned with business objectives across software engineering, systems engineering, and project management domains.

**ESSENTIAL FUNCTIONS**

**35%** Serve as architect, technical lead, and principal developer for applications using Microsoft Power Platform (PowerApps, Model-driven apps, Power Pages, Power Automate, plugins, and workflows) integrated with Snowflake and analytics tools, primarily supporting RRB systems. Act as Power Platform architect, lead developer, and mentor on new applications while providing technical assistance to developers maintaining existing RRB-related solutions. Verify security, operational configuration, and performance of RRB systems. Perform database administration liaison functions, including data exports/imports and coordinating database backups with development staff. Lead complex system development and maintenance of Power Platform and Snowflake-integrated applications for RRB. Coordinate and oversee application system interfaces into Power Platform applications supporting RRB. Participate in status and planning meetings with users, consultants, and technical/non-technical staff. Conduct testing at all levels to ensure quality and compliance. Assure all changes align with departmental technology policy, rules, and strategy. Make recommendations, take proactive actions, respond to user Service Requests, and apply quality assurance measures to support complex RRB systems.

**ESSENTIAL FUNCTIONS DUTY STATEMENT**HRM-025

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- 30%** Lead teams and act as project lead and technical expert in analyzing complex customer business requests related to RRB systems. Work independently to determine project scope, prepare cost/benefit analysis, and recommend solutions to management. Develop comprehensive analysis documents specifying customer requirements within the industry and emerging technology trends. Lead development team in designing complex applications using COI Software Development Methodology (SOM), including Business Process flow diagrams and Entity Relationship diagrams. Provide project management oversight, review deadlines, follow up, and ensure work quality. Utilize Microsoft Power Platform and Snowflake connectors, APIs, and CRM workflows to build scalable, secure, and efficient RRB systems. Develop and maintain systems using MS Dynamics CRM and SharePoint for RRB-related processes. Design cost-effective computer systems based on analysis findings. Prepare and validate system and program documentation for maintainability. Lead design and documentation reviews to ensure efficiency and compliance with standards. Research and stay current on new technologies and methodologies to improve efficiency and quality of RRB systems.
- 25%** Oversee RRB system maintenance and enhancements with minimal supervision. Analyze and resolve production issues and change requests; document findings and implement approved fixes. Create ad-hoc reports and data extracts to meet business needs. Maintain accurate system and process documentation and provide user training. Present and demonstrate solutions to management and stakeholders. Design and implement Snowflake-based data architecture and integrated analytics to support RRB objectives. Develop and maintain data flow architecture for the Rate Review Process using Power Platform and Snowflake connectors. Standardize metadata and document data processing for efficient, controlled data management. Define target architecture and ensure alignment with CDI data standards. Analyze data requirements and collaborate with stakeholders to produce formal documentation (data definitions, models, and flow diagrams).
- 5%** Act as a liaison between business stakeholders and technical teams, presenting designs and proposals, gathering feedback, and incorporating requirements. Provide technical expertise in modeling and analyzing risks related to the progressive evolution of RRB systems.

**MARGINAL FUNCTIONS**

- 5%** Continuously research new technologies and solutions, produce detailed technical documentation, as RRB systems evolve.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- The incumbent must be able to work in a high-rise building.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on

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designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

**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 Health & Safety Analyst.)

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Employee Signature

Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name