



POSITION DUTY STATEMENT

Division: Executive Division	Classification Title: 1401 Information Technology Associate
Branch: Enterprise Applications Branch	Working Title: Application Programmer Analyst
Unit: Enterprise Applications Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 011-1401-002	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No 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.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under general supervision of the Information Technology (IT) Supervisor II, the Information Technology Associate will perform duties related to Business Technology Management, Client Services, Software Engineering and System Engineering domains, including, but not limited to Business Analysis and Performance Management, Technical Writing, Application Support, Data Administration, Data Architecture, Database Development, Quality Assurance, Software Development, Software Integration, Solution Design, and System Integration.

Percentage and Essential/Marginal Functions:

40%

(E)



POSITION DUTY STATEMENT

	Gathers and reviews requests for the maintenance of Driver Licenses and Vehicle Registration systems. Assists with business application projects following the Systems Development Life Cycle (SDLC). Gathers, reviews, and documents system requirements and specifications to ensure alignment with functional and non-functional requirements. Codes, analyzes, and documents software components using industry standards and methodologies which adhere to organizational enterprise architecture standards and industry best practices. Maintains software product documentation for each phase of the SDLC. Updates standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of systems and databases.
35%	(E) Assists with the design of new system architecture, standards, and methods. Documents design specifications, installation instructions, and other system-related information. Consults with stakeholders to assist in identifying infrastructure system requirements and recommends technology, hardware, and software. Coordinates system installation, operations, maintenance, repairs, and upgrades. Execute test plans for system upgrades or releases with other personnel or departments. Tests software systems using test cases and test data to meet defined functional and non-functional requirements. Troubleshoots and tracks system, database, and operational issues using standard procedures.
20%	(E) Assists in project planning activities and design sessions to ensure accuracy of requirements, specifications and design of the system. Assists with development and maintenance of less complex project schedules and task lists. Assists with coordinating project status updates with management, individual application team members, System Test and other support units. Documents, tracks and disseminates information and status reports regarding problems and resolution. Formulates and communicates educational information, including the statuses and approach of various projects, to optimize the use of applied technologies, via oral and multimedia presentations. Documents design specifications and installation instructions. Performs problem and incident management relates to client technologies and recommends incident control and problem management process improvements. Installs, configures, maintains, and troubleshoots applications. Schedules and facilitates meetings related to IT projects.
5%	(M) Performs other job-related duties as required.



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Supervision Received: The Information Technology Associate works under the general supervision of the Information Technology Supervisor II.

Supervision Exercised and Staff Numbers: None

Physical Requirements: Work in a climate-controlled office with artificial lighting. Operate a personal computer terminal for an extended period to review, edit, prepare and complete assignments. Attend offsite meetings in person as deemed necessary.

Special Requirements: Fingerprint/Criminal Record Clearance required. Occasional work after-hours and weekends. Requires occasional carrying of a state issued smartphone mobile device. Must be well organized, able to multi-task and deal with time schedules and deadlines. Display a high level of initiative, effort, commitment and flexibility towards completing assignments. Punctual with the ability to maintain a good attendance record. Ability to maintain confidentiality of information. Strong communication and interpersonal skills and possess the ability to develop and maintain professional, courteous and cooperative working relationships with others. Must be able to use logic and analyze situations to resolve user issues. Proactively provide constructive recommendations, mentorship and assistance to others. Comply with security policies and procedures established by the data owners and the Information Security Officer. Implement the technical means to preserve the integrity and security of the department's information assets and manage the risks associated with those assets. Advise the data owners and the Information Security Officer of control vulnerabilities and recommendations for alternatives that enhance data security and integrity for existing and developing systems.

Personal Contacts: Will interact with departmental staff, management, vendors, contractors, and other government agencies by phone, email, in person, and mail, as needed. Interactions may be general, confidential, sensitive, or informative.

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.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
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DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

011-1401-002

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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