



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/13/26	
DIVISION Standards & Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-034-1401-004	
BUREAU/UNIT Computer Services		CLASS TITLE Information Technology Associate	CBID R01
INCUMBENT		WORKING TITLE Web and Database Developer	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Information Technology Supervisor II, the Information Technology Associate develops web-based content and apps using the .NET and O365 platforms. The incumbent develops data-driven reports, assists in developing data presentation and visualization dashboards, and performs related development tasks of standard complexity.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
45%	Web/App Development - Working within the .NET and O365 architectures, the incumbent designs and develops web pages, sites, forms, and applications related to law enforcement training; web development is comprised of data-driven applications using Visual Studio, MS SQL server backends, static data, or various APIs supported by related POST and vendor systems.		
35%	Data Reporting - Using enterprise SQL tools, Crystal Reports, and MS Power Platform tools, the incumbent queries, extracts, manipulates, and analyzes SQL, SharePoint, CSV/flat files, and other data sources related to law enforcement agencies, training, regulatory compliance, and officer conduct; data may be formatted into ad hoc reports, built into larger Web-enabled components, or used to interoperate with various system APIs.		
15%	Database Design - The incumbent assists in developing and maintaining MS SQL database applications, including the Peace Officer Database and custom MS SQL-based applications; assists in design and maintenance activities to reduce data redundancy and promote data integrity within POST relational databases; coordinates database changes with other developers.		
	NON-ESSENTIAL FUNCTIONS		
5%	Performs other job-related duties within the scope of the classification.		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contact with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE