



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

717-1401-002

Division: Information Systems Division	Classification Title: 1401 Information Technology Associate
Branch: Enterprise Applications Branch	Working Title: IT Associate
Unit: Enterprise Applications Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 717-1401-002	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 the administrative direction of the Information Technology Manager (ITM) I, the Information Technology Associate will perform duties related to Software Engineering and System Engineering, including, but not limited to Application Architect, Software Development, Product Management, Software Integration and Solution Design. The Information Technology Associate will assist in designing, developing, and maintaining applications for the Enterprise Applications Branch (EAB).	
Percentage and Essential/Marginal Functions:	
40%	Software Development (E)



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	Assists in the analysis, identification and development of technical requirements and specifications using best practices and methodologies for the design, development, and coding of software. Assists in developing test plans for modified or new code (Unit Test) to ensure compliance with requirements. Implements new applications and modifications to existing applications ensuring hardware and software design and development. Supports applications development activities through each phase of the Systems Development Life Cycle (SDLC) in planning, analyzing, developing, testing, and implementing of the application software solutions, including, enhancement and maintenance services. Develops and maintains software product documentation and procedures to ensure maintainability.
35%	Systems Engineering (E) Assists with troubleshooting, analysis and resolution of any programming defects and/or production failures of applications. Triage and resolves application issues by performing root cause analysis, implementing patches to code, or recommending solutions to fix defects to ensure applications run as designated. Executes test plans for system upgrades or releases.
20%	Business Technology Management (E) Assists in project planning activities and design sessions to ensure accuracy of requirements specifications and design of the system. 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.
5%	Miscellaneous (M) Perform other job-related duties as required.

Supervision Received: IT Associate reports directly to and operate under the direction of the IT Manager I.

Supervision Exercised and Staff Numbers: None

Physical Requirements: DMV operates 24x7. The incumbent may be required to carry a work cell phone and laptop. There may also be times when the incumbent is required to attend an out-of-town conference or work evenings and weekends to maintain project schedules.



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Special Requirements: 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. Knowledge of architecture, processes, programming, design, applications, and data environments, to implement the department's most complex projects and initiatives.

Personal Contacts: This position contacts managers, ITS II, ITS I and users to provide and make recommendations regarding applications, systems, and problems requiring solutions, by phone, e-mail, in person and mail. This position maintains regular contact with IT staff, vendors, and external entities to coordinate problem solving and ensure conformity of methods and practices.

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

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