



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1414 Information Technology Specialist II
Branch: Enterprise Applications Branch	Working Title: Lead Systems Software Solutions Specialist
Unit: Enterprise Applications Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 717-1414-061	CBID/Bargaining Unit: R01
Conflict of Interest Classification: Yes 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: E	Date Approved: 03/24/2023

Direction Statement and General Description of Duties: Under the direction of the Information Technology Manager I, the Information Technology Specialist II will perform duties related to Software Engineering, System Engineering, and Information Security Engineering, including but not limited to: Software Architecture, Software Development, Software Integration, Data Administration, Enterprise Architecture, Identity Management, System Administration, System Integration, Security Compliance and Security Operations . The Lead Systems Software Solutions Specialist performs a variety of tasks requiring innovative problem-solving within a wide range of technologies in support of the Department's critical 24x7 infrastructure



POSITION DUTY STATEMENT

Percentage and Essential/Marginal Functions:	
40%	Systems Administration Leads and coordinates all DMV/Office of Technology (OTECH) data center IBM Mainframe activities, including overseeing any modifications or upgrades to the applications and validating system sustainability. Validates application and system sustainability by maintaining and monitoring DMV proprietary solution, Realtime Transaction Control (RTC) for DMV, DMV IBM mainframe applications, and responding to escalated tickets or application issues. Monitors and maintains the performance of the various production and test RTC regions using performance analyzing tools. Performs the most complex fine-tuning functions, as required, and provides statistical information to management. Provides guidance, including concepts and technical direction for the RTC framework maintenance. Creates and implements record/file recovery and backup process strategies.
35%	Software Architecture, Software Development, and Data Administration Designs new services and modifies existing services to ensure that critical DMV processes and systems are at optimal performance. Leads, oversees, coordinates and implements changes to include programming, testing, and troubleshooting for various aspects of RTC functions. Oversee all RTC interfaces to real-time and backend applications. Assists with the most complex troubleshooting problems and issues relating to the application.
10%	Security Compliance and Security Operations Develops and ensures security solutions and technical artifacts are in place throughout all IT systems and platforms. Develops and maintains the IT Contingency Planning Program including preliminary planning, business impact analysis, alternate site selection, recovery strategies, training and exercising to work within the overall Business Continuity Plan. Monitors and assesses security controls in the information system on an ongoing basis, documenting changes, conducting security impact analyses, and reporting system security statuses to the organization. Performs vulnerability and risk assessments to identify security risks and recommends IT solutions.
10%	



POSITION DUTY STATEMENT

	Enterprise Architecture, and System Integration Attends meetings related to enhancements and modifications of business requirements, review of new renewal of software impacting the mainframe, new technology or modernization efforts, upgrade of mainframe technologies, and requests for technical solutions. Develops training on the maintenance and support of numerous program elements related to the DMV's application environment and its related components. Communicates, both verbally and in writing, with stakeholders.
5%	Other Performs other duties, which may be interchangeable with others in the team for backup purposes as required.

Supervision Received: This position receives direction from the Information Technology Manager I, with assignments in terms of broadly defined missions or functions, but plans, designs, and executes programs, studies, and other work independently. This position uses judgment and ingenuity in interpreting the intent of the guidelines that do exist and in developing applications to specific areas of work. This position is frequently recognized as a technical authority and can make recommendations for projects and goals.

Supervision Exercised and Staff Numbers: This position does not supervise, but may lead. This position has defined responsibility and authority for decision making related to projects or in an advisory function.

Physical Requirements: This position works in an office setting, in a cubicle, which may include sitting for long periods of time, accessing a computer, and typing for long periods of time. DMV operates 24/7, so this position may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out of town classes or conferences.

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. Ability to develop and maintain standards and procedures to support and ensure consistency during the development, implementation, and maintenance of applications and systems. Ability to analyze needs and product requirements to create functional application and system designs. Ability to monitor and



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review software development activities to ensure compliance with specifications, requirements, and standards. Ability to serve as technical expert for application and system development. 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: This position contacts managers, technical staff, and users to provide and make recommendations regarding applications, systems, and problems requiring solutions. This position maintains regular contact with IT staff, vendors, and external entities to coordinate problem solving and ensure conformity of methods and practices. This position may contact users, to discuss business and system requirements, contractors, to provide oversight, and vendors, to discuss new technology

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



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Work Week Group:	Date Approved: 03-24-2023

Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
%	

Supervision Received:



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

717-1414-061

Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

EMPLOYEE ACKNOWLEDGMENT

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