

DUTY STATEMENT

DS 3022 (07/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
TECHNOLOGY INNOVATION AND INTEGRATION OFFICE
ENTERPRISE APPLICATION SERVICES
INTERNAL APPLICATION MANAGEMENT**

DUTY STATEMENT

JOB TITLE: Information Technology Specialist I**POSITION #:** 472-504-1401-XXX**WORKING TITLE:** Front-End Developer**EMPLOYEE:**

POSITION DESCRIPTION: Under the direction of the Internal Application Managements, Information Technology Supervisor II, the Information Technology Specialist I (ITS I) serves as a Front-End Developer in the Department of Developmental Services (Department), Information Technology Division, Enterprise Application Services Branch, Internal Application Management Section. The incumbent analyzes requirements and designs, develops, tests, implements, and maintains accessible, secure, responsive user-facing web applications and interfaces that support Department programs, staff, and the public. The incumbent translates business needs, user research, wireframes, and design specifications into reliable, reusable, and maintainable front-end solutions and collaborates with program staff, UX/UI designers, back-end developers, quality assurance staff, security teams, and other technical partners throughout the software development lifecycle.

DOMAINS: Business Technology Management:	basic skills
Client Services:	moderate skills
Information Security Engineering:	moderate skills
IT Project Management:	basic skills
Software Engineering:	critical skills
System Engineering:	critical skills

Essential Job Functions:

- 35% Design, develop, test, implement, and maintain responsive web applications, reusable components, and user interfaces using HTML, CSS, JavaScript/TypeScript, and department-approved front-end frameworks and tools. Translate business requirements, wireframes, prototypes, and design specifications into clean, maintainable, and well-documented code. Apply responsive design, progressive enhancement, and cross-browser compatibility practices. Ensure solutions comply with DDS and State of California web standards, approved design systems, and applicable Web Content Accessibility Guidelines.
- 35% Collaborate with back-end developers to integrate front-end applications with RESTful application programming interfaces (APIs), web services, authentication services, and data sources. Participate in Agile development activities, including backlog refinement, sprint planning, daily stand-ups, demonstrations, and retrospectives. Partner with UX/UI designers and business representatives to refine requirements, validate usability, and deliver a consistent and intuitive user experience. Coordinate with quality assurance staff and technical partners to identify, document, prioritize, and resolve defects.
- 15% Develop and execute unit, component, accessibility, and browser compatibility tests and

support integration, regression, security, and user acceptance testing. Diagnose and resolve defects in development, test, and production environments using browser development tools, logs, monitoring information, and approved testing tools. Evaluate and improve page-load performance, rendering efficiency, reliability, accessibility, and overall usability.

- 10% Prepare and maintain technical documentation, including design notes, component documentation, coding standards, configuration instructions, deployment procedures, and operational support materials. Use approved source-control and work-management tools and follow established software development lifecycle, code review, release management, change control, security, privacy, and records-management practices. Participate in peer reviews and apply secure coding standards to protect departmental systems and information.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Open-spaced partitioned offices. Use of a computer most of the time. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Developing responsive, accessible web applications and reusable user-interface components; semantic HTML5, modern CSS, JavaScript, and TypeScript; a modern front-end framework or library such as React, Angular, or Vue.js; responsive design, cross-browser compatibility, progressive enhancement, and web performance optimization; State of California web standards, applicable WCAG requirements, and Federal Section 508 accessibility standards; integrating front-end applications with RESTful APIs, web services, authentication services, and structured data formats such as JSON; Git, Azure DevOps, GitHub, or another modern source-control and work-management platform; unit, component, accessibility, and browser compatibility testing tools and practices; secure coding, privacy, dependency management, and common web application security risks; Agile development practices and the software development lifecycle.

Ability to: Translate wireframes, prototypes, design systems, and business requirements into clean, maintainable code; troubleshoot complex technical issues and communicate solutions to technical and nontechnical audiences; to learn and apply new technologies; understand system relationships, interfaces, and dependencies; communicate technical information clearly to technical and nontechnical audiences; and establish cooperative working relationships with business partners and development teams; remain current with State templates, accessibility requirements, security practices, and technical, legal, and industry standards related to front-end development and digital services; communicate effectively; remain organized, analytical, and work independently and collaboratively; manage competing priorities; participate effectively in meetings; and complete assignments accurately and on schedule.

JOB TITLE: Information Technology Specialist I

POSITION #: 472-504-1402-XXX

CERTIFICATION OR LICENSE: None.

Employee Name

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement, they have discussed and agree to the expectations of the position.