

☒	Current
☒	Proposed

Classification / Working Title Information Technology Specialist I / Applications Developer	Employee Name
Position Number 014-015-1402-xxx	Supervisor Name / Classification Dennis Nguyen IT Sup II
Division / Branch / Unit ITSD / ADSS	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) E
Tenure Permanent	Timebase Full time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	Department Hyperlink https://www.cdfa.ca.gov/
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.	
Division / Branch / DAA Information: The Information Technology Services Division (ITSD) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. ITSD is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that ITSD provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, Information Security, Infrastructure Operations, Enterprise Architecture, and Procurement. ITSD provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.	
Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I (IT Specialist I) will work as an expert level technical specialist in consulting and Web applications development role. The IT Specialist I demonstrates leadership competencies, works both independently and as part of a team on the most complex system and software projects related to several of the California Department of Food and Agriculture (CDFA) information technology systems of varying priorities, and mission-critical Web applications projects. The IT Specialist I will be responsible for Web application development and perform the programming needs of the CDFA Systems Development Unit. The IT Specialist I is responsible for the full software development life cycle for large enterprise-level applications and systems utilized by CDFA. The IT Specialist I partners with ITSD staff to plan and implement complex network, server, middleware, and database solutions. The IT Specialist 1 works to lead and assist in troubleshooting and resolving issues involving legacy applications and systems and is responsible for documenting technical findings and communicating effective resolutions to the appropriate staff and management. The IT Specialist I will have decision making authority related to the design and implementation of Web applications and assists in directing the most critical/complex projects where it is expected that the cost of error in making decisions or giving advice would have a serious detrimental effect on the operating efficiency of CDFA, its divisions, and branches. The scope of this position encompasses primary function of the	

software engineering domain, with secondary emphasis on the systems engineering and information security engineering domains

The incumbent works collaboratively with the ITSD management team and staff, briefs, and advises the manager, exercises a high degree of initiative, independence of action and must demonstrate tact and good judgment. The incumbent must be able to communicate effectively to develop and maintain effective and cooperative working relationships with subject matter experts, program managers and team members. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as technical skills improve. The incumbent is expected to perform with more independence and will be assigned progressively more complex and difficult responsibilities. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform the tasks independently and assist newer staff in the process as needed.

Special Requirements:

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| ☐ Conflict of Interest Filer (Form 700) | ☐ California Driver's License |
| ☐ Medical Clearance | ☐ Travel Required over 10% - Employer Pull Notice (EPN) Required |
| ☐ License / Certificate Required | ☐ Field Work: ____ % |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |
| ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:

40%	Application Development/Maintenance • Demonstrate leadership competencies and work both independently and as a member of a team on the most complex systems software projects related to several of the California Department of Food and Agriculture (CDFA) information technology systems of varying priorities, including mission-critical applications. • Apply expert-level IT knowledge, which includes legacy, current, and emerging "cutting-edge" technologies, to influence and/or develop innovative solutions to technology problems. • Collaborate with management to create applications and systems for CDFA's business Divisions. • Plan, design, development, test, implement, evaluate and administer the largest and most complex application information technology projects, as an integral solution for CDFA's overall business enterprise. • Develop software development plans, including scoping, scheduling, and implementation for the technical activities that need to be accomplished. • Provide application programming expertise in support of application development to staff of lower classifications. • Configure security controls (e.g. User access controls) to maintain system security and ensure compliance with security and/or stakeholder requirements.
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	• Recommend, schedule, obtain approvals, and perform software improvements and upgrades. • Evaluate and define interfaces between applications and backend hardware and software and develop specifications and performance requirements. • Determine and define system requirements in collaboration with project managers, consultants, and customers to improve information technology processes. • Exercise effective communication and technical skills necessary to solve the most complex technical challenges to lead the unit successfully. • Analyze and prioritize problems to solve them effectively in a timely manner to ensure business requirements are met. • Modify existing software configuration to correct errors, adapt it to new hardware, or upgrade interfaces and improve performance consistent with their approved requirements. • Configure and utilize the reporting components of various tools. • Resolve complex problems in computer applications using advanced software debugging techniques when coding, testing, documenting, and installing revised and new applications versions in response to problems and customer needs. • Meet with managers to communicate status, issues, risks, and/or changes to ensure that the program's business needs have been addressed.
30%	Web Application and Database Analysis and Design Support • Develop the definition, analysis, design, implementation and testing of the Web application and databases necessary to support the implementation of a complete application. • Collaborate with other units gathering requirements, designing, and implementing the Web applications and Web services necessary to support the application systems. • Collaborate with the Database Administrator and Enterprise Solutions Architect in specifying, designing, and implementing applications and database solutions necessary to support the application systems. • Produce specifications for use by other programming staff in implementing applications, databases, and systems. • Recommend appropriate design approach, Web service interfaces, database requirements, hardware and software constraints, and specification of development software, tools and schedule. • Analyze and evaluate problems or issues related to the progress and completion of work projects or assignments to determine impact, assesses alternatives for resolution, and/or formulate action plans. • Analyze and configure system hardware/software components in accordance with security requirements, CDFA and ITSD standards, and with industry best practices..
15%	Interface Design and Development • Plan, prioritize, design, develop, test, deploy and support complex user interface solutions for mobile applications team. • Design technical solutions to support business functions using business requirements, system requirements, and system specifications. • Establish concepts, theories, or programs. • Resolve complex problems. • Create interfaces and train CDFA staff in their use and create supporting documentation. • Develop the planning of system architectures for system capacity, availability, security, and performance.

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DUTY STATEMENT
SO-92 (EST. 12/2025)

	Test software systems (e.g., new releases, new features, new products, patches/fixes, etc.) to ensure functionality using test scenarios, test plans, vendor supplied tools, and documentation to ensure the applications meet the users' requirements.
10%	Special Projects, Training and Meetings - Communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher-level staff. - Consult with customers to inform them of services provided by systems software teams, answer questions/inquiries regarding connectivity with the department's systems, facilitate data exchange, etc. using business requirements, documentation, etc. - Research errors in products ("bugs") using knowledge bases, technical documentation to identify and correct issues. - Apply fixes in products ("bugs") using knowledge bases, technical documentation to identify and correct issues. - Meet with project leaders, and management regarding workload schedules, priorities, and resources to coordinate activities and meet schedule requirements in accordance with project lifecycle. - Write technical documentation to meet operational requirements, business requirements and ensure consistency in accordance with business requirements. - Provide information on emerging technologies and software development as the need arises for upgrades to hardware and software currently used by ITSD.
Non-Essential/Marginal Functions:	
5%	Performs other job-related duties as requested by supervisor
Work Environment and Equipment Used: The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard. The incumbent must be able to give presentations, participate at meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently in order to move or position objects. Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays and weekend and off-shift work may be required. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.	

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Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File