



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

DUTY STATEMENT
Legislative Technology Branch
Architected Services Division
Enterprise Applications Section

JOB TITLE: Information Technology Specialist I

EMPLOYEE:

WORKING TITLE: Software Application Developer

POSITION NUMBER: 154-1402-072

EFFECTIVE DATE:

ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Information Technology Manager I (ITM I), the incumbent Information Technology Specialist I (ITS I), Software Application Developer, is responsible for designing complex Java-based applications and writing advanced Java components, services, and integrations. This role involves maintaining, analyzing, and programming sophisticated in-house developed legislative systems crucial to the legislative process, that serves the California State Legislature and other customers of the Office of Legislative Counsel (OLC).

The incumbent leads a team of Information Technology (IT) Specialists on one or more moderate to highly complex projects and acts as a knowledge expert on the use of standard technologies in the development and deployment of new applications and maintenance of production systems. The incumbent coordinates with Section Managers and technical leads of other sections on day-to-day issues and projects and provides input to management for workload distribution of future and ongoing work assignments.

The incumbent acts as a knowledge expert and mentors the team on new technologies for the enhancement and support of legislative systems, such as Daily File, History, and legislative publishing. This role requires a deep understanding of customer business processes, including the legislative process, and the ability to analyze software and data to ensure all business processes and requirements meet customer expectations.

The incumbent provides technical input to the Section Manager for consulting with Legislative Data Center (LDC) management, high-ranking members of both houses, and legislative support organizations to ensure application development services, project budgets, and project plans

are understood and consistent with business objectives of the legislature. The incumbent provides technical expertise to the management team in the development of policies and documents initiatives. The incumbent provides management of the information necessary to determine the feasibility of issues and initiatives that have an extreme impact on the business success of the Data Center.

The incumbent consults with Executive Management, LDC management, and LDC staff to ensure project plans are understood and consistent with business objectives of the legislature. The incumbent makes management presentations to legislative customers, executive management, LDC management, and LDC staff.

INFORMATION TECHNOLOGY DOMAINS

Legislative Technology Consultants:	Excellent skills
Applications Services:	Excellent skills
Information Security:	Excellent skills
Systems Infrastructure:	Excellent skills
Network Infrastructure:	Moderate skills
Business Technology Management:	Excellent skills
Client Services:	Moderate skills
Project Management:	Moderate skills

ESSENTIAL FUNCTIONS

80% Solutions Expert

- Serve as a technical specialist within a cross-functional project team to apply technologies to the full range of Software Development Life Cycle (SDLC) activities including analysis, design, coding, testing, documentation, and implementation of information systems solutions. Serve as a developer for multiple legislative applications for the California State Senate and Assembly.
- Consult with business and technical staff to identify business and technical requirements for supported applications. Develop design specifications and technical documentation for information systems solutions that address the business and technical impacts of the project's complex technical components in terms of interoperability, security, and dependability.
- Prepare and review SDLC deliverables for content, quality, accuracy, and adherence to established architecture standards, industry best practices, and LDC policies and guidelines. Support legislative applications in the area of software change management, release management, configuration management, and production incident response.
- Serve in a technical specialist role to provide alternatives and identify impacts as related to complex projects and assigned development work. Collaborate with business and technical teams regarding complex technical issues.
- Stay current on latest trends in software and development technologies. Prepare estimates and technical designs for assigned work.

- The incumbent provides onsite and offsite support to assist legislative customers with IT and business process questions and problems. The incumbent analyzes, troubleshoots, and resolves Senate and Assembly Systems problems, analyzes and documents IT and business process problems and facilitates their resolution by working collaboratively with other IT specialists of the OLC.
- Directs the activities of LDC staff responsible for analyzing, identifying and interpreting business requirements for designing, developing, and delivering mission critical legislative application solutions for legislative customers.
- Plans, organizes, directs, and coordinates complex application development efforts and quality assurance testing activities for new information services and enhancements to mission-critical Chamber applications to include legislative publications for the Legislature and the public.
- Establishes and maintains productive working relationships with legislative stakeholders and executive management to promote collaboration and efficiency of cross-divisional, multi-customer, and/or interagency projects through business expertise and institutional Chamber knowledge.
- Assists IT project managers, sponsors, management, and executive management in identifying and managing delivery opportunities and providing support and guidance for troubleshooting and problem resolution techniques for Chamber projects and/or efforts experiencing problems.
- Assists cross-functional teams, management, and executive management in identifying and managing delivery opportunities and providing support and guidance for troubleshooting and problem resolution techniques for Chamber operational, data services, and/or efforts experiencing problems.

15% Mentor / Trainer

- Mentors LDC staff, providing procedural guidance on matters related to the development, implementation, support, and maintenance of legislative applications, legislative publications applications, and related mission-critical IT applications.
- Enhances and elevates high performing staff and teams to ensure the highest quality IT solutions developed to meet business objectives of Chambers and support legislative offices through the application of specialized industry and institutional knowledge, providing experience, mentoring, and training to lesser-experienced staff.
- As a senior legislative liaison with mastery level legislative process knowledge the incumbent provides consultation, mentoring, and guidance to IT staff, consultants, and legislative customers regarding the legislature's Chamber business processes and procedures.

5% Administrative / Other

- Performs administrative tasks, such as the tracking time worked, project and operational budget determination, and assist with contract management.
- Attends legislative related career development seminars and professional development

sessions.

- Attends professional development classes and works on other duties as assigned by management.

WORK ENVIRONMENT REQUIREMENTS

- Core business hours are 8 am – 5 pm. Schedule may be adjusted and is contingent upon business needs.
- This position is expected to work in the office most days, though some remote work may be available depending on workload.
- The ITS I may carry a mobile device during core business hours and off-shift hours; evenings, weekends, and State Holidays for the ability to respond to calls after hours and lead multi-disciplinary IT professional teams in organizing, analyzing, troubleshooting, and resolving IT problems.
- The ITS I uses secured LDC virtual private network technologies from off-site locations to access LDC's applications/systems to perform job duties outside of standard business hours. Occasional travel may be required.
- Frequent sitting, keyboarding, and use of mouse.

ALLOCATION FACTORS

Supervision Received:

- The ITS I reports to the ITM I in the Architected Services Division. Assignments will be made by ITM I and will be general in nature, accompanied by any special constraints and/or requirements. Assignments may also be made by ITS IIs in the division. The incumbent will be responsible for analysis, planning, researching, and implementation of these assignments.

Actions and Consequences:

- The ITS I is responsible for extensive knowledge of IT policy, standards, processes, procedures, and working with management, legislative customers, and internal IT teams to identify business problems, opportunities, and solutions to advance business programs and services.
- The consequence of poor decision, judgment or advice, or inadequate research may have a negative or serious impact on the reputation of the LDC and customer confidence levels. The quality of the services is extremely critical; risks to the California Legislators and the agency are extreme due to the political nature of the customers.

Personal Contacts:

- The ITS I will work closely with OLC staff and all LDC management, technical, operations, administrative personnel, the vendor community, and other public agencies.

- Must develop and maintain strong working relationships with management, peers, staff, and key vendors/stakeholders.

Administrative Responsibilities:

- The ITS I is responsible for planning and tracking of testing efforts, tasks, and activities under their purview.

KNOWLEDGE, SKILLS, AND ABILITY REQUIRED:

Knowledge of:

- Enterprise IT software source code version control management, GIT, PVCS Version Manager, IT software management, software defect tracking, change management tools, and Serena Business Manager (SBM).
- Programming languages, such as J2EE, EJB, JSP, JavaScript, XML, PL/SQL, HTML, Struts, JSF PrimeFaces, CSS, Python, and Shell Scripting.
- Knowledge of SDLC, MVC framework, and InetSoft Reports.
- Knowledge of legislative applications, such as Daily File, History, and legislative publications, expert in the legislative process
- Expert application developer with understanding of complex legislative rules, legislative business processes, and technical requirements as both a team leader and subject matter expert for complex in house Chamber applications utilized by the legislature. Ensures all project efforts comply with OLC and other legislative entities' policies, procedures, regulations, and mandates.
- DevOps Engineer in medium to large-scale environments.
- Analytical problem-solving techniques.
- Oracle Database and Web Services (RESTful API).
- Analysis methods to produce documented alternatives and recommendations for the purpose of obtaining, replacing, or upgrading existing COTS products.
- Analysis methods to obtain and translate customer's technical and information needs into automated solutions.
- Modern IDEs, such as IntelliJ, Eclipse, or JDeveloper.
- Publishing tools, such as XPP, QuickSilver, or Adobe FrameMaker.
- Quality control principles and practices related to the deployment and configuration of system components.
- Application testing methodologies and how they are applied to various stages of SDLC.

Skills and Ability to:

- Gather data to perform statistical analysis and report outcomes.
- Develop complex detailed specifications that result in new application functionality.
- Write advanced Java/J2EE components, services, and integrations.

- Quickly adapt to changes in program, project, and operational priorities by being flexible in shifting schedules, milestones, resources, or competing priorities.
- Exercise discretion when confronted with strong pressures for and exposure to disclose confidential information because of the partisan nature of the legislature.
- Effectively communicate both oral and written with legislative leaders, members, high-ranking legislative staff, managers, supervisors, colleagues, team members, contractors, and vendors.
- Lead complex work efforts in application development, requirement definitions, and quality assurance testing strategy, execution, and oversight for implementing new functionality in mission critical legislative applications.
- Effectively lead and mentor colleagues and team members at a mastery level sharing depth and breadth of expertise on multiple areas of the legislative process.
- Act as an advisor to executive management, managers, supervisors, colleagues, and team members in applying information technology to legislative processes.
- Establish and maintain strong cooperative and collaborative working relationships with others, including managers, supervisors, colleagues, and team members.
- Contribute and participate in positive team-building efforts and customer relations through quality service; use resources effectively in meeting and exceeding customer's quality of service expectations and deliver high quality services.
- Facilitate, contribute, and maintain cooperative working relationships; work toward accomplishment of team goals; value and encourage input and expertise of others; foster commitment, team spirit, pride, and trust.
- Motivate, guide, coach, and mentor others by conveying a commitment to the work assignment that ties to the support of the OLC vision, mission, and values.
- Exercise sound fiscal responsibility to adhere to fiscal guidelines, regulations, principles, and standards of the OLC when committing resources for program, project, or operational support.
- Efficiently and effectively manage time and resources allocated to complete program, project, and operational assignments.
- Quickly adapt to changes in program, project, and operational priorities by being flexible in shifting schedules, milestones, resources, or competing priorities.
- Align various projects to support the OLC's strategic goals and objectives.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Employee's Signature

Date