

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☐ **CURRENT****Department Statement:**

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Data and Technology Division (DTD/ITSB)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-030-1402-905
UNIT NAME AND LOCATION Marine/Fisheries Unit, Sacramento	CLASS TITLE Information Technology Specialist I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under direction of the Information Technology Supervisor II, the Information Technology Specialist I collaborates with the Marine Region on a wide range of complex existing and future application development projects. The incumbent works closely with program subject-matter experts and development staff to: analyze data and produce reports, determine business requirements; obtain system specifications; document and evaluate business processes and workflows; collaborate on system design, development, analysis, testing and implementation; develop user and technical documentation and training; and facilitate communication among all project stakeholders. The domain focus for this position will be the Software Engineering and System Engineering domains.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Programming Engage in programming and application development efforts on projects of complex nature and broad scope. Specific duties to include: • Using Microsoft tools, including .NET/C#, design and develop custom, in-house software solutions to allow for data entry, analysis, query and retrieval, display and reporting • Write and debug complex programs and user interfaces and develop detailed project specifications to ensure product accuracy and completeness • Develop and manage Microsoft SQL database designs that follow best practices and standards for data security and integrity. • Apply defensive programming techniques such as input validation, error handling, logging, exception management, and secure authentication/authorization patterns to reduce system vulnerabilities and improve reliability. • Develop and manage database designs that follow best practices and standards for data security, integrity, availability, and compliance. • Maintain and revise existing programs to ensure operating efficiency or to adapt programs to new requirements • Work on a range of stand-alone and web-based applications, Internet and Intranet web pages and a variety of report formats to meet CDFW objectives • Utilize modern development tools and AI-assisted technologies (e.g., code analysis, code generation, testing assistance, and documentation support) in a responsible manner to improve productivity, quality, and consistency, while ensuring human oversight and validation of all outputs. • Lead or participate in efforts to configure and deploy application or database updates in the development, test and production environments.

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10%	System Functional Expertise • Provide information technology consultation in support of the customers for Marine Region systems. • Create and maintain documentation and artifacts to provide clarification and guidance for coding solutions, processes and system functionality to team members, other IT support teams and/or business areas. • Devise system changes for better performance, easier maintainability and ongoing usability. Approve code solutions, technical implementation and test execution of team members to ensure adherence to software development standards. • Determine best solutions and make recommendations for raised issues and requests. • Evaluate and advise on application development processes, procedures and standards, security standards, and defensive programming standards.
10%	Business Analysis • Develop and sustain working relationships with customers to appropriately communicate information and anticipate client needs , developing trust. Maintain consistent contact with clients through electronic and virtual communication methods. electronic and virtual communications, • Describe and document client business processes in a clear and comprehensive manner. Evaluate whether processes should be re-engineered and identify areas where process changes may be more appropriate than customized software. Conduct review of all relevant workflows and dependencies beyond the initial request. Produce User Stories, Use Cases, Swim Lane Diagrams, and Storyboards as required by the Scrum process. Organize meetings and communications by documenting all meetings, communications and decisions, communicating frequently and providing consistent and clear progress benchmarks. Perform data analysis and reporting based on issues reported, customer requests and added features.
10%	Project Management • Create planning documents and reports. • Establish goals and prioritize tasks. • Track issues, risks, and dependencies, including technology risks and security-related concerns. • Track progress and communicate status. • Educate and coach customers and stakeholders. • Make decisions aligned with organizational priorities, security requirements, and long-term sustainability.
10%	Testing • Perform unit testing and basic integration testing, including tests focused on error handling, boundary conditions, and security-related scenarios. • Educate clients on performing system and usability testing. Collaborate with the client to develop enhancements or functionality adjustments. • Provide consistent and clear progress benchmarks.
10%	Software Security, Vulnerability Awareness, and Technology Monitoring • Track and remain informed of software vulnerabilities, security advisories, and emerging risks relevant to supported platforms, frameworks, and dependencies.

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5%	• Assist in identifying and documenting vulnerable or outdated components within applications and recommend remediation strategies. • Collaborate with IT security, infrastructure, and compliance teams to ensure applications align with departmental security policies and standards. • Stay current with modern technologies, development methodologies, and AI-assisted tools, evaluating their applicability and risks within the organization's technology environment. <u>NON-ESSENTIAL FUNCTIONS:</u> Attend career development and training programs, seminars as appropriate to contribute to the achievement of the Marine/Fisheries Unit's goals and objectives. Through working with customers in meetings and oral/written communications, develop a working understanding of the core issues confronting business clients, and a familiarity with the specialized terms and jargon that they use to conduct their business. <u>WORKING CONDITIONS:</u> Ability to work at a desk using a computer keyboard several hours a day. Involves sitting most of the time, with some walking and standing. This position will be headquartered in the ITSB offices in downtown Sacramento, but the incumbent will be expected to occasionally visit other CDFW offices, requiring a short walk or a short drive. Attend meetings, work with staff statewide to complete work assignments. Alternate Workweek Schedules may be allowed if deemed compatible with branch objectives. Occasional travel may be required (up to 5% of total time worked) via private or public transportation.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.	
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE