



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1402 Information Technology Specialist I
Branch: Enterprise Modernization Project Branch	Working Title: Application Programmer / Developer
Unit: Enterprise Modernization Project Branch	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 716-1402-943	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No 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	Effective Date: 05/13/2026



POSITION DUTY STATEMENT

Direction Statement and General Description of Duties: Under direction of the Information Technology Manager (ITM) I of the Data Technical Group, the Information Technology Specialist I (ITS I) serves as the Application Programmer/Developer for the DMV Digital Experience Platform (DXP) project. This position is critical to the success of the Vehicle Registration (VR) and Driver’s License phases, which is in a high-priority stage of DMV’s modernization efforts. The ITS I performs analytical, technical, and administrative functions in support of the development, design, test, implementation, and maintenance of the Department of Motor Vehicles (DMV) Modernization efforts. The ITS I will perform duties related to Software Engineering and System Engineering including, but not limited to: Application Development, Data Administration, Database Development, Quality Assurance, Software Integration, Product Management, Solution Design, and System Integration.	
Percentage and Essential/Marginal Functions:	
30%	Software Engineering (E) Performs standard to complex requirements analysis, technical design, and programming for mission-critical Driver License and Vehicle Registration systems, ensuring high-quality delivery aligned with System Development Life Cycle standards with clear documentation. Provides production and test environment support by troubleshooting application issues, resolving defects, and implementing timely remedial actions to maintain system stability and availability. Designs, develops, deploys, and maintains secure, reliable, and scalable software solutions in compliance with enterprise architecture, industry standards, and organizational policies. Executes end-to-end development lifecycle activities including requirements analysis, technical design, code development, unit/integration testing, deployment, documentation, and post-implementation support. Develops REST/SOAP integrations, data services, and database components, ensuring optimized queries, data integrity, and high availability across environments.
30%	Systems Analysis (E) Leads and contributes to the design & development and evolution of system architecture, technical standards, and infrastructure strategies to support current and future organizational needs. Conducts research and technical analysis to recommend system upgrades, cost-effective solutions, and process improvements that enhance performance, scalability, and reliability. Collaborates with stakeholders to gather infrastructure requirements and recommend appropriate technology, hardware, software, and implementation plans. Coordinates and oversees system installations, upgrades, testing, and release activities, ensuring minimal disruption and successful deployment of infrastructure changes. Serves as a Subject Matter Expert (SME) by troubleshooting complex system and database issues, performing root cause analysis,



POSITION DUTY STATEMENT

	and providing technical guidance and mentorship to ISD staff and business users.
20%	Technical – Subject Matter Expert (E) Serves as Technical liaison across Application Development, Infrastructure, System Software Services, and business stakeholders, ensuring alignment across cross-functional teams. Participates in project planning, requirements validation, and technical design sessions to ensure solution accuracy, feasibility, and adherence to enterprise standards. Supports project execution by assisting with schedule development, task tracking, status reporting, and coordination across development, system testing, and support teams. Conducts code and design reviews to ensure quality, completeness, performance, and compliance with established technical standards and best practices. Analyzes, identifies, and develops technical documentation, business rule analysis, status reports, and executive presentations, while providing mentorship and knowledge transfer in project management, design, and communication practices.
15%	Develops & Release Support (E) Leads DevOps and release management activities, including CI/CD pipeline configuration, automated deployments, environment strategy, version control, and governance to ensure reliable and repeatable releases. Coordinates release planning, deployment validation, rollback strategies, and post-release monitoring to minimize risk, ensure production stability, and support continuous delivery across environments.
5%	Others (M) Performs other duties as required

Supervision Received: The ITS I receives direction from the Data Technical Group, ITM I.

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

Physical Requirements: Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, telephone, fax machine, copier, and other office equipment.

Special Requirements: Occasional work after-hours and weekends. Requires occasional carrying of a state issued smartphone mobile device. Complies with security policies and procedures established by the data owners and the Information Security Officer. Implements the technical means to preserve the



DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

716-1402-943

integrity and security of the department’s information assets and manage the risks associated with those assets. Develops, defines, and analyzes software applications based on functional and system requirements associated with Driver Licenses and Vehicle Registration Applications. The IT Specialist I works independently on more complex assignments to develop and maintain software.

Personal Contacts: Will interact with departmental staff, management, vendors, contractors, and other government agencies by phone, email, in person, and mail, as needed. Interactions may be general, confidential, sensitive, or informative.

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