

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: Information Technology Specialist II	Branch/Division/Bureau: Administration & Licensing Services Branch/Information Technology Division
Working Title: Application Solutions Architect	Office/Unit/Section/Geographic Location: Power Platform Development Unit/Microsoft Platform Development Section/Sacramento
Position Number (13 Digit): 413-105-1414-013	Conflict of Interest Position: ☒ NO ☐ YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the IT Manager I (ADAM), Microsoft Platform Development Section, the Information Technology Specialist II (ITS II) serves as the architectural and technical lead for Rate Regulation Branch (RRB) systems, designing and developing complex, mission-critical applications. The incumbent provides technical expertise and recommendations on strategies, policies, and standards, mentors developers, and collaborates with staff to implement systems supporting RRB operations, including data governance, modeling, and risk analysis. Using Microsoft Power Platform (PowerApps, Power Automate, plugins, workflows), Snowflake, and analytics tools, the ITS II builds secure, scalable solutions and integrates Snowflake with Power Platform via connectors, workflows, and APIs to enable data-driven decision-making. Working with actuaries and subject matter experts, the incumbent establishes technical standards and oversees future-state solutions aligned with business objectives across software engineering, systems engineering, and project management domains.

ESSENTIAL FUNCTIONS**35% Application Infrastructure and Architecture Design**

Serves as technical lead, and principal developer for applications using Microsoft Power Platform (PowerApps, Model-driven apps, Power Pages, Power Automate, plugins, and workflows) integrated with Snowflake and analytics tools, primarily supporting RRB systems. Acts as Power Platform lead developer, and mentor on new applications while providing technical assistance to developers maintaining existing RRB-related solutions. Verifies security, operational configuration, and performance of RRB systems. Performs database administration liaison functions, including data exports/imports and coordinating database backups with development staff. Leads complex system development and maintenance of Power Platform and Snowflake-integrated applications for RRB. Coordinates and oversees application system interfaces into Power Platform applications supporting RRB. Participates in status and planning meetings with users, consultants, and technical/non-technical staff. Conducts testing at all levels to ensure quality and compliance. Assures all changes align with departmental technology policy, rules, and strategy. Makes recommendations, takes

proactive actions, responds to user Service Requests, and applies quality assurance measures to support complex RRB systems.

30% Application Development and Implementation

Leads teams and acts as project lead and technical expert in analyzing complex customer business requests related to RRB systems. Works independently to determine project scope, prepare cost/benefit analysis, and recommends solutions to management. Develops comprehensive analysis documents specifying customer requirements within the industry and emerging technology trends. Leads development team in designing complex applications using COI Software Development Methodology (SOM), including Business Process flow diagrams and Entity Relationship diagrams. Provides project management oversight, reviews deadlines, follows up, and ensures work quality. Utilizes Microsoft Power Platform and Snowflake connectors, APIs, and CRM workflows to build scalable, secure, and efficient RRB systems. Develops and maintains systems using MS Dynamics CRM and SharePoint for RRB-related processes. Designs cost-effective computer systems based on analysis findings. Prepares and validates system and program documentation for maintainability. Leads design and documentation reviews to ensure efficiency and compliance with standards. Researches and stays current on new technologies and methodologies to improve efficiency and quality of RRB systems.

25% Data Architecture and System Maintenance

Oversees RRB system maintenance and enhancements with minimal supervision. Analyzes and resolves production issues and change requests; document findings and implement approved fixes. Creates ad-hoc reports and data extracts to meet business needs. Maintains accurate system and process documentation and provides user training. Presents and demonstrates solutions to management and stakeholders. Designs and implements Snowflake-based data architecture and integrated analytics to support RRB objectives. Develops and maintains data flow architecture for the Rate Review Process using Power Platform and Snowflake connectors. Standardizes metadata and document data processing for efficient, controlled data management. Defines target architecture and ensure alignment with CDI data standards. Analyzes data requirements and collaborate with stakeholders to produce formal documentation (data definitions, models, and flow diagrams).

5% Risk Analysis and Modelling

Acts as a liaison between business stakeholders and technical teams, presenting designs and proposals, gathering feedback, and incorporating requirements. Provides technical expertise in modeling and analyzing risks related to the progressive evolution of RRB systems.

MARGINAL FUNCTIONS

- 5%** Continuously researches new technologies and solutions, produce detailed technical documentation, as RRB systems evolve.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- The incumbent must be able to work in a high-rise building.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name