



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

717-1401-039

Division: Information Systems Division	Classification Title: 1401 Information Technology Associate
Branch: Enterprise Applications Branch	Working Title: IT Systems Support
Unit: Enterprise Applications Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 717-1401-039	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: 2	Date Approved: 08/13/2024

Direction Statement and General Description of Duties: Under direction of the Information Technology Manager I, the Information Technology Associate in the Automated Document Verification Group will perform duties related to Software Engineering and System Engineering, including, but not limited to: software development, product resolution management, and system support. The Information Technology Associate is responsible for designing, developing, maintaining, and supporting applications for the Information Systems Division.	
Percentage and Essential/Marginal Functions:	
40%	Software Development (E)



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	Assists in the analysis, identification and development of technical requirements and specifications using best practices and methodologies for the design, development, and coding of software. Assists in developing test plans for modified or new code (Unit Test) to ensure compliance with requirements. Implements new applications and modifications to existing applications ensuring hardware and software design and development. Supports applications development activities through each phase of the Systems Development Life Cycle (SDLC) in planning, analyzing, developing, testing, and implementing of the application software solutions, including, enhancement and maintenance services. Develops and maintains software product documentation and procedures to ensure maintainability.
35%	Application/System Maintenance (E) Assists with troubleshooting, analysis and resolution of any programming defects and/or production failures of applications. Triage and resolves application issues by performing root cause analysis, implementing patches to code, or recommending solutions to fix defects to ensure applications run as designated. Executes test plans for system upgrades or releases.
20%	System Support (E) Assists in project planning activities and design sessions to ensure accuracy of requirements specifications and design of the system. Assists with coordinating project status updates with management, individual application team members, System Test, and other support units. Documents, tracks and disseminates information and status reports regarding problems and resolution. Documents design specifications and installation instructions. Performs problem and incident management relates to client technologies and recommends incident control and problem management process improvements. Installs, configures, maintains, and troubleshoots applications. Schedules and facilitates meetings related to IT projects. Supports middleware components of the system, working closely with AWS administrators, developers, and product engineers.
5%	Miscellaneous (M) Performs other job-related duties as required.

Supervision Received: IT Associate reports directly to and operates under the direction of the Information Technology Manager I



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Supervision Exercised and Staff Numbers: None.
Physical Requirements:
Special Requirements:
Personal Contacts: Business stakeholders, vendors, internal customers and upper management.

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



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%	

Supervision Received:



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