



Duty Statement

Request for Personnel Action (RPA) Number 2627-00431	Effective Date
Classification Title Student Assistant	Position Number 564-902-4870-990
Working Title EAOC Student Assistant	Bureau and Section Chief Technologist Office EA Operations & Compliance Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

The mission of the Enterprise Architecture (EA) Operations & Compliance Section is to provide strategic plans, frameworks, models and standards to guide FTB's staff and vendors. Under the close supervision of the Enterprise Architecture Section (EA) Operations & Compliance Section Manager, in a learning capacity, the student assistant will perform a variety of duties supporting the analysis, documentation, and optimization of FTB's Enterprise Architecture through their work in the EA Operations & Compliance Section. The student assistant will work on the specific duties below under the guidance of the Section Manager, Enterprise Architects and Analysts within the section.

Essential Functions

Percentage	Description
40%	In a learning capacity, assist and support various functions of FTB's Accessible Technology Program. This includes aiding in the review and processing of procurement requests for the Voluntary Product Accessibility Templates (VPATs) for accessibility features. Review new requests for completion, non-duplicative, and inputting information into Azure DevOps. Utilize Microsoft Office Suite, various FTB specific tools, and Adobe. Assist with light analysis of software and hardware purchases and upgrades to determine if those products meet Section 508 and/or WCAG accessibility guidelines and standards. Assist in conducting research on OEM websites for product information, VPATs, and other information needed. Assist in securing VPATs from vendors for ATP to assist with the completion of accessibility compliance analysis. Works with analysts to manage software and application variances. Assist in the production of regular reports on Accessibility variances that will be shared with management.
30%	In a learning capacity, assist with simple remediation of documents using MS Office and/or Adobe Acrobat Pro that fail to meet accessibility compliance requirements as needed. Assist analysts in development of reports on accessibility for the EATC. May assist on special projects that reduce accessibility risk to the department. Learn and maintain knowledge of Section 508 of the Rehabilitation Act of 1973 and the current Web Content Accessibility Guidelines (WCAG) and industry standards affecting accessibility. May attend relevant training at FTB or other state department such as the Department of Rehabilitation for the latest accessibility technologies and best practices to enhance skills and broaden relevant knowledge for IT workloads.
20%	In a learning capacity, assist with reviewing and processing requests for adding, removing, or upgrading software titles in the FTB Software Catalog. Assist in ensuring New Software, Major Version Upgrades or Lifecycle Status Change requests are complete, non-duplicative, and if needed, testing timeframes extended or cases reopened. Utilize various FTB specific IT tools. Assist in researching Software and Applications for optimization and compliance projects. Obtain sufficient understanding of FTB EA structure and methods to improve organization Learn about the Software Development Lifecycle, EA Compliance, and application of IT Standards to existing and incoming technologies during the



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	assessment process. May attend various meetings for Operations and Compliance to broaden knowledge. May attend relevant Operations and/or Compliance specific training to broaden knowledge and deepen understanding.

Marginal Functions

Percentage	Description
10%	Attend and supports team meetings across multiple disciplines to address accessibility issues or proposed changes impacting electronic or information technology. Perform other related activities as specified by the EA Section Manager to assist the EA team.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

VACANT

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Withers, Jennifer@FTB

Name (Print)

Signature

Date