



Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
Classification Title Information Technology Specialist I	Position Number 564-249-1402-xxx
Working Title Software Developer	Bureau and Section Enterprise Accounting Systems Bureau WASS and Non-Tax 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

Under the direction of the Information Technology Supervisor II in Technology Services Division (TSD), the incumbent performs complex software engineering tasks across the full System Development Life Cycle to design, develop, test, implement, and support mission-critical accounting systems, data interfaces, and services. The incumbent ensures solutions adhere to enterprise standards (security, accessibility, performance) and serves as a technical resource to partners across development, test, operations, and business areas.

The incumbent promotes an environment of teamwork and cooperation consistent with the department's values among staff and managers. The incumbent provides services which encompass the IT domain of Software Engineering.

Essential Functions

Percentage	Description
50%	Independently perform software development and deliver complex software changes in support of enhancement requests, maintenance and operations requests and production incidents. Perform detailed design, code and unit-test changes, review and write complex design documentation in support of enhancement requests and maintenance and operation requests. Serve as a resource to other development staff, analyst staff, testing staff and production support staff. Attends and participates in meetings to discuss proposed legislation. Attends and facilitates review sessions focused on different aspects of the system development life cycle. Review requirements documentation and provide detailed system design changes to ensure technological solutions are in accordance with business requirements and department policies. Perform system development, unit testing and assist with system/integration testing to ensure system changes are consistent with user specifications and system design. Mentors junior staff and provides technical guidance across the team.
40%	Provide technical expertise across projects and release cycles. Actively participate in Joint Application Development (JAD) sessions. Prepare, maintain and review technical documentation information to ensure technological solutions are consistent with business requirements, system standards, and departmental policies. Identify improvement opportunities; mentor staff on SDLC practices. Provide status updates; perform reviews; and engage in cross-training to build depth across capabilities. Troubleshoot, track, and conduct root cause analysis of system/database/operational issues. Ensures solutions adhere to enterprise standards (security, accessibility, performance).

Marginal Functions

Percentage	Description
10%	Participate on special teams having divisional, departmental and/or statewide impact. Performs special assignments as needed. May be required to provide after hour support on an as needed basis.



Duty Statement

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.

Name (Print)

Signature

Date



Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
Classification Title Information Technology Associate	Position Number 564-249-1401-XXX
Working Title Software Developer	Bureau and Section Enterprise Accounting Systems Bureau WASS and Non-Tax Section

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General Statement

Under the general supervision of the Information Technology Supervisor II in Technology Services Division (TS, the incumbent performs a variety of recurring, well-defined tasks within the Software Engineering domain in support of FTB's accounting systems and interfaces. Activities include capturing and documenting specifications, assisting with detailed design, developing and unit-testing changes, maintaining documentation, and providing production support under guided direction. The incumbent partners with business subject matter experts and technical peers to deliver enhancements and fixes that align with enterprise standards, security, accessibility, and quality.

The incumbent promotes an environment of teamwork and cooperation consistent with the department's values among staff and managers. The incumbent provides services which encompass the IT domain of Software Engineering.

Essential Functions

Percentage	Description
50%	Perform software development under guidance. Develops and maintains applications in support of enhancement requests, maintenance and operations requests and production incidents. Assist in detailed design; code and unit-test changes; and participate in system/integration testing for accounting systems and related integrations. Reviews and leverages a variety of design documentation in support of enhancement requests and maintenance and operation requests. Serve as support to other development staff, analyst staff, testing staff and production support staff. Attends and participates in meetings to discuss proposed legislation. Attends, presents, and participates in review sessions focused on different aspects of the system development life cycle.
40%	Prepare and maintain technical documentation; participate in Joint Application Development (JAD) sessions; respond to requests from technical staff and business partners; and contribute to production support activities (triage, research, updates). Resolve client incidents or requests. Troubleshoot applications including debug, recommending and implementing solutions. Maintain system documentation; design, develop, and implement software that adheres to organizational enterprise requirements; create, enhance, and maintain information technology software solutions. Provide status updates; perform peer reviews; and engage in cross-training to build depth across capabilities. Learns and applies enterprise standards (security, accessibility, performance) in all development activities.

Marginal Functions

Percentage	Description
10%	Participate on special teams having divisional, departmental and/or statewide impact. Performs special assignments as needed. May be required to provide after hour support on an as needed basis.



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