Classification Title Information Technology Specialist I	**Board/Bureau/Division** Bureau of Automotive Repair
Working Title Software Application Developer	**Office/Unit/Section / Geographic Location** Technology Services Branch/Software Engineering/Rancho Cordova
Position Number 646-121-1402-003	**Name and Effective Date**

General Statement: Under direction of the Information Technology Supervisor II and the Chief Technology Officer for the Department of Consumer Affairs, the Information Technology Specialist I is responsible for supporting changes to BAR's technology environment and performing system development and maintenance. The primary responsibility of the Information Technology Specialist I falls within the Software Engineering domain. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

40% Support Changes to BAR's Technology Environment (E)

Assist clients in developing business, data, process, and equipment requirements for approved changes to BAR's application environment. This environment includes both in-house BAR applications and vendor supported applications. The Information Technology Specialist I will be familiar with and leverage industry practices (such as PMBOK, IEEE, ITIL, etc.).

Act as the technical lead for the most complex changes to BAR's applications. Provide technical leadership and guidance to programming staff. Research and resolve critical technical issues. Act as a mentor to lower-level staff on programming issues and standards. Assist with the distribution of work assignments based on staff availability and aptitude and ensure that assignments are completed using accepted BAR standards. Maintain a knowledge of industry trends related to application development and provide recommendations on how new trends and technologies can be leveraged to meet BAR business objectives. Oversee and provide guidance to programming, testing, and documentation of complex systems. Provide input into both probationary reports and annual reviews to manager.

Create and update documentation required to support the entire System Development Life Cycle (SDLC). The documents include but are not limited to Architecture Documents, Detailed Design Documents, Requirements, Use Cases, Test Script, Object Model, Data Model, Project Plan, Training/Testing Plans, Implementation/Deployment Plans, and Customer Acceptance.

40% System Development and Maintenance (E)

Design, develop and maintain complex web and client server applications in an n-tier environment architecture using Oracle database, PL/SQL, Microsoft SQL Server database, Transact-SQL, Stored Procedures, Visual Studio, ASP.NET, C#, .NET Framework (eg. .NET Core, .NET). Develop responsive and dynamic user interfaces (UI) using modern front-end technologies such as HTML5, CSS, JavaScript, and Frameworks/Libraries (eg. Razer pages, Angular or React), Internet Information Server (IIS), implement and consume RESTful APIs and webservices. Leverage CI/CD software pipeline tools and SQL tools such as Toad, SQL Developer, SQL+, and SQL Server Management Studio to retrieve, manipulate and display/publish information with limited supervision on BAR internet, intranet web sites and Windows platform.

10% Incident and Problem Management (E)

Investigate and analyze the most complex and critical incidents that negatively impact BAR's information technology services and infrastructure. Document their root-cause and provide short-term workaround solutions, as well as request changes to resolve problems.

10% Miscellaneous (M)
Attend planning and staff meetings, make presentations and perform other duties as required.

B. Supervision Received:
The incumbent works under the direction of an IT Supervisor II. However, assignments and direction may also come from the IT Manager I or Deputy Chief.

C. Supervision Exercised:
NONE

D. Administrative Responsibility:
NONE

E. Personal Contacts:
The incumbent has regular contact with all levels of department employees, other state agencies, and contractors.

F. Actions and Consequences:
Failure to complete all assignments timely and accurately may result in great consequence to the Bureau and the Department; including loss of integrity, potential negative impact to the Bureau, and the inability to effectively meet the Bureau's mission, vision, and goals to protect California consumers.

G. Functional Requirements:
The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent works in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information:
The incumbent must be able to gain the cooperation of managers, coworkers, and external departments. The incumbent must reason logically and creatively and utilize a variety of analytical techniques and computer programs (Microsoft Word, Excel, Access and PowerPoint); develop and evaluate alternatives; analyze data and present ideas and information effectively both verbally and in writing; consult with and advise management on a wide-variety of subject matters. The incumbent must have the ability to work cooperatively with others and exhibit courteous behavior toward coworkers and the public at all times. In addition, the incumbent must have the ability to work under changing priorities and deadlines, ability to look and act in a professional manner, and communicate effectively.

The incumbent must have the ability to work under changing priorities and deadlines, be able to reason logically and creatively and utilize a wide variety of skills to resolve enterprise-wide technical issues, application development and multiple system interface issues. Additionally, this position must have ability to communicate and resolve business related issues/problems that require a technology solution. Incumbent must be able to develop and evaluate alternatives; research and present ideas and information effectively both orally and in writing. Incumbent must be able to consult with and advise interested parties on IT subjects; gain and maintain the confidence and cooperation of those contacted; accurately assign priorities to multiple projects at any given time and to remain flexible. The incumbent shall operate to protect the cyber security of individual departmental staff, the Department's network and infrastructure, and all data assets

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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.)

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Employee Signature Date

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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.

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Supervisor Signature Date

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Printed Name

Revised: 09/2026