

☐	Current
☒	Proposed

Classification / Working Title Information Technology Specialist II	Employee Name
Position Number 014-015-1414-XXX	Supervisor Name / Classification Elisabet Nguyen IT Manager I
Division / Branch / Unit ITSD/ADSS	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) E
Tenure Permanent	Timebase Full time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.	
Division / Branch / DAA Information: The Information Technology Services Division (ITSD) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. ITSD is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that ITSD provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, IT Infrastructure Operations, Enterprise Architecture, Procurement, and Information Security. ITSD provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.	
Position Identification: Under general direction of the Information Technology Manager I (IT Manager I), with broadly stated guidelines, the Information Technology Specialist II (IT Specialist II) will provide expert-level technical guidance for technical activities and projects within ITSD. The IT Specialist II shall fully understand the business issues and impacts of the problems being solved, have an understanding of the ITSD technical environment and applications, verify that there is a common understanding of the requirements and constraints amongst stakeholders, and have knowledge of and understand the Enterprise Architecture roadmap and ITSD strategic and tactical direction and priorities. Expert-level detailed analysis performed by the IT Specialist II shall be complete, thorough, evidence-based with documented findings, to include all necessary considerations for ITSD and CDFA customers. The results of the IT Spec II's analysis shall be complete, well documented, include requirements and constraints, identify analysis performed, options considered, trade-offs performed, identify executable alternatives, and provide justifiable and substantiated recommendations based on the IT Specialist	

It's senior-level expertise. The IT Specialist II shall perform oversight of the technical activities being implemented based on the analysis performed and the decisions made by ITSD management. Issues or deviations from the selected technical approach shall be communicated to the associated Section Manager and escalated to ITSD executive management, if necessary.

The IT Specialist II shall develop or assist in the development of ITSD technical policies, procedures, standards, guidelines, and practices by providing expert knowledge into these items as they are developed. The scope of this position primarily encompasses the functions or processes in the systems engineering, with ancillary functions and processes in the software engineering and application information security engineering domains.

The incumbent works collaboratively with the ADSS Units and IT management team and staff, briefs and advises junior developers, supervisors, and managers, exercises a high degree of initiative, independence of action and originality and must demonstrate tact and good judgement. The incumbent must be able to communicate effectively to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

Special Requirements:

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| ☐ Conflict of Interest Filer (Form 700) | ☐ California Driver's License |
| ☐ Medical Clearance | ☐ Travel Required over 10% - Employer Pull Notice (EPN) Required |
| ☐ License / Certificate Required | ☐ Field Work: ____% |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |
| ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:

	Function #1: Technical Analysis
40%	• Verify and validate that State and CDFA policies are being implemented within the CDFA IT environments, application, and in all technical policies, procedures, standards, guidelines, and practices to ensure compliance. • Perform detailed business and technical analysis and create documentation that clearly defines the business needs, conditions, constraints, and relevant factors that may drive technical options. • Perform detailed and complete research on the technologies being investigated and problems to be solved. • Perform complete and unbiased technical trade-off analysis on all potential solutions and identify the advantages and disadvantages of each with respect to the technical environment, strategic and tactical direction, and the customer business needs.

	• Perform cost and duration estimations and skill set analysis to support trade-off analysis as required by management. • Provide justifiable, substantiated, and executable recommendations on the technical approach to pursue. • Provide complete documentation of the research and analysis performed, alternatives considered, and final recommendations. • Prioritize and manage assigned workload to junior developers, senior developers, and consultants to ensure assigned work is accomplished based on the standards, directions, expected level of effort, and date. • Provide ad hoc and/or weekly reports that identify the analysis efforts being performed, the schedule for completion of the analysis, issues and concerns that may impact timely completion, and the status of the analysis.
30%	Function #2: Technical Implementation and Oversight • Assist assigned junior developers for the implementation of technical efforts to identify the technical activities and tasks that need to be performed to achieve the efforts objectives. • Monitor and guide the implementation activities of efforts to ensure the implementation satisfies the efforts' objectives, technical and business requirements. • Identify risks and/or issues with the implementation activities and tasks that may impact achieving defined objectives and communicate the risk to section managers. • Provide ad hoc and/or weekly reports on the implementation efforts being monitored that identify activities performed, issues or concerns identified and their resolution, and the overall status of the technical implementation effort.
25%	Function #3: Technical Policies, Procedures, Standards, Guidelines and Practices • Identify deficiencies and/or gaps in technical tools, policies, procedures, standards, guidelines, and practices and recommend priorities and strategies for developing and/or revising each. • Develop and/or revise assigned technical policies, procedures, standards, guidelines, and practices as directed by management. • Assist other staff in the development and/or revision of technical policies, procedures, standards, guidelines, and practices.
Non-Essential/Marginal Functions:	
5%	Function #1: Special Assignments and Other Duties as Assigned • Perform other related duties as required by management.
Desirable Qualifications: Knowledge and Experience of: • C# languages • ASP.NET MVC and Entity Framework • Full stack development	

- Architecture styles/APIs (REST, RPC)
- MS SQL Server (or similar) databases
- Modern application development principles, practices, and methodologies (Agile, SDLC, etc.) with security development practices and tools in mind.
- Microsoft Power BI, and Power Apps
- Microsoft Office productivity tools and usage
- Systems development software tools and assistive software
- Microsoft Azure Dev Ops
- Dynatrace
- Security Scanning tools experience (SAST and DAST)
- Coding practices to alleviate application security vulnerabilities, and costly support operations.
- Secure coding standards like OWASP, SEI, CERT, or MISRA

Ability to:

- Effectively communicate, both verbally and in writing.
- Communicate effectively with business and technical personnel with various levels of IT knowledge.
- Produce technical documentation for business and technical personnel with various levels of IT knowledge to help understand products and services.
- Provide technical guidance to others.
- Work collaboratively with multiple teams within IT.
- Demonstrate strong interpersonal skills.
- Problem solving using both critical and creative thinking.
- Apply security technical knowledge effectively and methodically.
- Apply industry-standard methodologies to perform analysis.
- Be proactive, positive, and open-minded to direction and new ideas, be flexible with shifting priorities and situations.
- Work well under pressure, work independently in completing assigned work, and meet required deadlines.

Work Environment and Equipment Used:

The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard.

The incumbent must be able to give presentations, participate in meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently to move or position objects.

Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays and weekend and off-shift work may be required.

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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CC: Employee
Official Personnel File
Supervisor's Drop File