STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

717-1402-913

Current and Proposed

Division: Information Systems Division	**Classification Title**: 1402 Information Technology Specialist I
Branch: Enterprise Applications Branch	**Working Title**: Information Technology Specialist I
Unit: Enterprise Applications Branch	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 717-1402-913	**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: E	**Date Approved**: 01/15/2026

Direction Statement and General Description of Duties: Under the direction of the Information Technology Supervisor 11, the Information Technology Specialist I performs duties similar to System and Software Engineering and IT Project Management including but not limited to data administration, product management, software integration and quality assurance, automated testing development support, technical writing and communications management.

Percentage and Essential/Marginal Functions:

35%	**Lead Test Engineer (E)**

	Acts as a lead on the most complex projects and test efforts and perform in the role of project test manager. Develops complex test plan documents, test strategy documents and functional nonfunctional test requirement processes related to testing of all product areas supported by PQA. Reviews business and system requirements to identify project scope, maintain metrics and identify required tools to complete test execution on the Departmental projects as well as small test efforts. Collaborates with other members of the Department through multiple project phases and roles within the System Development Life Cycle (SDLC) processes, and develops and maintains software documentation for each phase of the SDLC to ensure maintainability. Performs gap analysis, develops issue documents relative to continuous improvement of requirements and assimilate information to identify opportunities for continuous improvement. Applies industry standards, principles, methods and techniques to manage a project using all phases of the SDLC. Conducts on the job training for new team members on existing test.
30%	**Quality Assurance and Test Record Management (E)** Facilitates meetings, provide high level project duration estimates and negotiate with multiple team leads and test managers. Provides progressive status of test coverage and defect status to the project manager or scrum master, developer, stakeholders, sponsors and test engineers on the most complex information technology systems and projects. Composes or reviews test plans and reviews test scripts derived from requirements within the Enterprise SDLC tool for accuracy, testability and completeness. Performs testing using Testing Tool Automation, testing methodology and testing best practices. Develops new test records and modify existing test records to be used during test execution in order to meet the business and systems requirements.
25%	**Test Automation Strategy and Support (E)** Develops system solutions according to requirements and system specifications to determine automation strategy. Designs and prepares manual test scripts and associated data/records to support automation development and execution. Develops, updates, and implements standards, procedures, and monitors changes to ensure proper maintenance of scripts/data. Collaborates with technical automation team members to develop and maintain accurate automated test suites.
5%	**Risk Management (E)** Identifies, assesses and elevates the more complex project or test risks that could impact the schedule, cost, scope or quality of project outcomes.
5%	**Other duties (M)**

	Perform other duties a required.

Supervision Received: The IT Specialist I reports directly to and receives the majority of assignments from the IT Supervisor II. The IT Specialist does not supervise, but may lead and have seek direction/ or have defined responsibilities for decision making related to projects or in an advisory function. The position is subject to a minimum of general supervision.
Supervision Exercised and Staff Numbers: none
Physical Requirements:
Special Requirements:
Personal Contacts: Will interact with departmental staff, management, vendors, contractors and other government agencies by phone, email, in person and mail as needed. Interactions may be general, confidential, sensitive or informative.

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