DMV

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

717-1414-004

PROPOSED

Division: Information Systems Division	**Classification Title**: 1414 Information Technology Specialist II
Branch: Enterprise Applications Branch	**Working Title**: IT Specialist II
Unit: Enterprise Applications Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 717-1414-004	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: Yes 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**: 10/23/2025

Direction Statement and General Description of Duties: Under general direction of the Information Technology Manager I, the Information Technology Specialist II will perform duties related to Software Engineering and System Engineering, including, but not limited to Application Architect, Software Development, Product Management, Software Integration and Solution Design. The Information Technology Specialist II is responsible for designing, developing, and maintaining Accounting Systems and Vehicle Registration Applications for DMV's Enterprise Resource Planning (ERP) platform.

Percentage and Essential/Marginal Functions:

45%	**Software Development (E)**

	Acts as the expert-level team lead on projects of high complexity, in accordance to the Systems Development Life Cycle (SDLC) methodology. Architects, develops, implements, operates, deploys and maintains software systems by researching, developing, configuring, programming, testing and implementing business application services. Performs user centric design, enterprise architecture, service-oriented architecture, and cloud architecture and migration. Leads team members and coordinates alignment of team activities, development stacks, design methodologies and technical innovation toward the overall DMV and ISD strategies. Researches and develops proof-of-concepts for new software, technologies, components, frameworks, and servers.
25%	**System Design (E)** Provides system components capacity planning to ensure system sustainability. Develops strategic activities such as planning, designing, implementing, and testing applications and system software to contribute to the overall organization IT strategy. Partners with business leadership, server, network and security teams to design and develop solutions and works closely with project leadership and business subject matter experts to implement solutions. Mentors, trains and supports staff in best practices, platform use, new technologies, and software development techniques.
15%	**Emerging Technologies and Presentation (E)** Maintains awareness of emerging methodologies and best practices in application and system development, evolving industry trends, standards, concepts and practices in compliance with DMV information security standards and practices. Develops and presents on technical topics to in-house and non-DMV audiences, including upper level management groups. Participates in the evaluation and analysis of new legislation and service requests as they relate to ERP applications and systems. Evaluates target platforms, technology stacks, development methodology and testability features of DMV systems and suggest improvements/enhancements and innovative ideas for implementations.
10%	**Application/System Maintenance (E)** Troubleshoots and maintains tasks to support ERP applications and systems in development, integration test, system test, unit acceptance test, training, and production environments. Support processes for the operation and administration of business applications and functions.
5%	**Miscellaneous (M)** Perform other job related duties as required.

Supervision Received: This position works under general direction of the Information Technology Manager I, on assignments in terms of broadly defined missions or functions, but plans, designs, and executes programs, studies, and other work independently. This position uses judgment and ingenuity in interpreting the intent of the guidelines that do exist and in developing applications to specific areas of work. This position is recognized as a technical authority and can make recommendations for projects and goals.

Supervision Exercised and Staff Numbers: This position does not supervise, but may lead. This position has defined responsibility and authority for decision making related to projects or in an advisory function.

Physical Requirements:

Special Requirements: Knowledge of current industry standards, best practices, and trends related to the software development lifecycle. Knowledge of the principles, methods, and procedures for designing, developing, optimizing, and integrating applications and systems in accordance with best practices. Knowledge of architecture, processes, programming, design, applications, and data environments, to implement the department's most complex projects and initiatives. Ability to develop and maintain standards and procedures to support and ensure consistency during the development, implementation, and maintenance of applications and systems. Ability to analyze needs and product requirements to create functional application and system designs. Ability to monitor and review software development activities to ensure compliance with specifications, requirements, and standards. Ability to serve as technical expert for application and system development. Comply with security policies and procedures established by the data owners and the Information Security Officer. Implement the technical means to preserve the integrity and security of the department’s information assets and manage the risks associated with those assets. Advise the data owners and the Information Security Officer of control vulnerabilities and recommendations for alternatives that enhance data security and integrity for existing and developing systems.

Personal Contacts: This position contacts managers, technical staff, and users to provide and make recommendations regarding applications, systems, and problems requiring solutions, by phone, e-mail, in person and mail. This position maintains regular contact with IT staff, vendors, and external entities to coordinate problem solving and ensure conformity of methods and practices. This position may contact users, to discuss business and system requirements, contractors, to provide oversight, and vendors, to discuss new technology. Interactions may be general, confidential, sensitive or informative in nature.

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