DEPARTMENT OF CHILD SUPPORT SERVICES

DUTY STATEMENT

ASD 046 (REV. 09/2026)

Type of Duty Statement:	Proposed	**Revision Date:**	10/08/2026

1. Position Information

A. Employee Name:

B. Position Number:	**C. CBID:**	**D. WWG:**	**E. Effective Date:**
817-431-1414-003	R01	E	
F. Classification Title:		**G. Working Title:**	
Information Technology Specialist II		Development Tools & Application Specialist	
H. Division:	**I. Branch/Section/Unit:**		
Technology Services	Development & Testing/Child Support Enforcement(CSE) Development		

2. POSITION REQUIREMENTS

Special Requirement: *Check All that Apply*

- ☐ Bilingual Fluency (Non-English Language) - Specify Below
- ☑ Background Check Requirements
- ☐ Other - Specify Below

A. Special Requirements Description, as applicable:

N/A

B. Conflict of Interest Required (Gov. Code 87300, et seq.)? ☐ **Yes** ☑ **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.

3. SUPERVISION

A. Supervision Received:

The incumbent reports directly to the Information Technology Manager I in the CSE Development Section.

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) independently acts as a recognized technical specialist and demonstrates depth of leadership in the CSE Development Section, Development and Testing Branch, within Technology Services Division (TSD).

A. Percentage of Time Performing Duties	B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%.).
	ESSENTIAL FUNCTIONS
IT Domain: *Check All That Apply*	**FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY** ☐ Business Technology Mgmt. ☑ Software Engineering ☑ IT Project Mgmt. ☑ System Engineering ☐ Information Security ☐ Client Services
35 %	Development Workspace and Tool Management: Provide oversight, management, support, and governance of development workspace from the application perspective and collaborate with infrastructure and security teams for decisions involving infrastructure components, enterprise tool standards, or cloud platform configuration, including frameworks, tools, configurations, documentation, etc. Research, analyze, evaluate, and validate optimal approaches to enhance and support development infrastructure across cloud-based Windows and Linux virtual machines and other supported platforms. Provide visioning, recommendation, and installation of development tools from application perspective and understand how development tools fit into overall underlying infrastructure. Provide ownership and management of custom development Integrated Development Environment (IDE) workspace and utility tools, including enhancements, maintenance, support, and documentation. Understand and manage workspace tools, IDE standards, and plugin policies articulate their functions and interdependencies. Identify and automate development processes using scripting tools, as needed. Issue Resolution and Technical Coordination: Work closely with DevOps team to understand the Continuous Integration/Continuous Delivery (CI/CD) pipeline (including tools and scripts) and provide assistance with

20 %	Software and Tool Upgrades: Evaluate software tools, new technologies, and any custom in-house or internal tools for use in, or in support of, the CSE application and development related activities. Ensure compatibility of software upgrades to the CSE application with existing hardware and software, tools and frameworks. Partner with infrastructure and security teams for compatibility assessments involving infrastructure, cloud platforms, or hardware standards. Assist and provide support with impact analysis and identify downstream impacts to CSE application code for new or upgrades to existing or proposed software. Provide recommendations based on outcome of impact analysis. Review instructions and perform/oversee additional proof of concept/pilot testing for software upgrades, as necessary, to ensure developers' daily activities are not impacted. Act as liaison for development staff to plan and communicate software validation or installation activities, in coordination with other TSD branches.
20 %	Development Guidance: Provide technical leadership and expertise to development staff – defining standards, best practices, expert level assistance on tools. Advise development staff on resolution of security and performance vulnerabilities and findings generated by code scanning and other development tools to maintain code quality and integrity. Identify and coordinate resolution of technical debt related to code quality practices related to CSE application code or rework caused by delivering limited solutions due to time and resources constraints. Identify up-skilling opportunities for development staff, identify and coordinate training and hands-on opportunities for new tools, technologies, etc. Develop and refine tools, standards, and processes for unit, Application Programming Interface (API), and web service testing by assessing, identifying, and implementing improvements to the current testing framework to ensure quality code practices are followed and defects are discovered sooner. Gain and maintain expert level knowledge of development tools and processes used for delivering system enhancements to the CSE application by attending training courses, conferences, and other learning opportunities relevant to the current development tools and to provision future tools and processes to stay current with industry trends and ensure tools are utilized to maximum potential.

10 %	CSE Application Impact Analysis: Work with principal and application architects and code specialists and other teams as necessary to develop and refine technical solutions that support development staff in coordinating and implementing business enhancements to the CSE application. Provide initial analysis and assessment of level of effort for development efforts related to implementing technical solutions. Work with principal and application architects and code specialists to assess existing CSE application functionality, analyze system capacity needs, and determine technology constraints in order to deliver well analyzed technical solutions that keep the CSE application secure, reliable, and available. Collaborate with principal and application architects and code specialists to gain consensus on recommended actions and analyze broader system functionality and interdependencies to identify code reuse opportunities that promote modularity, maintainability, and alignment with CSE standards and industry best practices. Attend & contribute to technical review sessions and impact assessment meetings and provide subject matter expertise regarding impacts/constraints/considerations to the CSE application, as needed. Collaborate with architects and designers by attending technical review sessions to confirm impacts on CSE application functionality and ensure consistent solutions. Advise and consult with the Applications Development 1 Leadership team regarding technical issues, performance concerns, and other system changes by identifying and communicating anomalies or proposed modifications that may affect the integrity of the CSE application.
10 %	Best Practices Coding: Maintain CSE code formatting and accessibility standards and ensure alignment with industry best practices by identifying opportunities to integrate IDE plugins and evaluate third party tools for code scanning, sanity checks, and security validation. Guide development staff in effectively using IDE plugins and code scanning tools by identifying affected coding components, corresponding JUnit modules, and unit test scenarios for proposed technical solutions. Identify opportunities to improve code efficiency through refactoring and the use of scalable, high performance design patterns that strengthen the CSE application's integrity and maintainability. Collaborate with Enterprise and Technical Architecture teams and Principal and Application architects, designers, and code specialists to define and establish best practices and design guidelines specific to the CSE application.

MARGINAL FUNCTIONS	
5 %	Represent CSE Development Section on special teams and projects; perform special assignments as needed. Review and maintain system design and procedural documentation.
100 %	**TOTAL**

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ **Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

☑ **Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

Child Support Enforcement has critical timelines and political and financial ramifications. Poor participation, judgment, and decisions can adversely affect the success of the Child Support program. Failure to identify risks and issues in a timely manner could result in slippages in schedule and increased costs. Poor communication and coordination can adversely affect the Child Support program and the children of California. Incumbent is responsible for independent work within business constraints, recommendations to executives, decisions for projects, and outputs. As a subject matter expert, incumbent is responsible for actions, decisions, or advice that could have a serious detrimental effect on the operating efficiency of the undertaking or function. Consequence of error may have statewide and enterprise-wide impacts, including lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, and loss of business continuity.

B. Personal Contacts:

The incumbent has frequent contact with the CSE Development Section manager, other managers, supervisors, and staff within the Development and Testing Branch, Technology Services Division, contracted staff, vendors, Local Child Support Agency (LCSA) staff and staff from other agencies and departments at all levels of government.

7. Acknowledgements

A. Employee's Acknowledgement: 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 ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: ☐ **Yes** ☐ **No**

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	