STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT		DIVISION			
Information Technology Section/Software Development Group		Information Managment Division			
CIVIL SERVICE CLASSIFICATION TITLE		BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Information Technology Specialist I		R01	Limited-Term	Full-Time	
POSITION NUMBER		CURRENT DATE			
388-041-1402-087		10/08/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the Information Technology Supervisor II, and the Project Leader, the Information Technology Specialist I is responsible for providing a high level of technical expertise in systems analysis and design. This is a full stack developer position, utilizing object-oriented tools and methodologies including: Microsoft ASP.NET, C#, Structure Query Language, Model-View-Controller framework, and similar methodologies/technologies. The Information Technology Specialist I is responsible for writing code, developing unit test, debugging, integration testing, documentation, and migration of databases for the Software Development Group. The Information Technology Specialist I also works closely with users to define business problems to be solved and to develop proposals to meet customer needs. The Information Technology Specialist I develops hardware, software, and training requirements necessary to implement the approved solution within departmental standards.

SUPERVISION RECEIVED

The Information Technology Specialist I reports directly to and receives the majority of their assignments from the Information Technology Supervisor II. However, direction and assignments may also come from the Information Technology Manager I and above levels.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Occasional after hours and weekends when required. Occasional travel when needed.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
40%	SOFTWARE ENGINEERING: Utilizing the System Development Life Cycle methodology, the Information Technology Specialist I designs complex computer processing systems and report programs; develops program logic, system flow documents, codes and test programs to ensure user requirements are met. Develops detailed program specifications from complex system specifications and service requests for use in coding computer programs. Analyzes data processing requirements and develops complex system specifications, develops program logic and system flow documents, and codes and test programs to ensure user requirements are met. Upgrades and maintains existing computer database application programs as required by the stakeholders statewide.
35%	SYSTEMS ENGINEERING: Performs systems analysis and design of current applications used by headquarters and field offices. Prepares feasibility study reports and project management plans as required for system enhancements and/or new systems applications development.
10%	CLIENT SERVICES: Interacts with users and all management levels, make presentations, conducts walk-throughs/demos and meetings and negotiate processing agreements with other agencies to ensure system enhancements meet user expectations.
10%	IT PROJECT MANAGEMENT: Provides training to users, other programmer analysts and/or programmers to ensure system and program efficiency. Develops and maintains programming and system documentation. The documentation is used for ongoing automated system support, a reference to the program's function and a guide in user training plan preparation.

	Non-Essential Functions
5%	Perform other duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE