State of California
Department of Pesticide Regulation
POSITION DUTY STATEMENT
DPR-217 (Rev. 02/26)

Classification	**Position Number**	**Location**
Information Technology Specialist I	814-300-1402-231	Sacramento (Headquarters)
Division/Branch	**Supervisor's Classification**	**Collective Bargaining Identification Designation (CBID)**
Office of Technology Services/ Information Technology Branch	Information Technology Supervisor II	R01
Conflict of Interest Disclosure: ☒ **Yes** ☐ **No**	**Incumbent (If filled)** VACANT	

☒ **Job requires driving automobile**: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) ☐ **Managerial** ☐ **Supervisory** ☒ **Lead Person** ☐ **None**

Direct Supervision Exercised:		**Indirect Supervision Exercised:**	
No. of Employees	**Classification Title**	**No. of Employees**	**Classification Title**

I have read and discussed these duties with my supervisor.

Employee Signature	Date

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date

Please Complete Reverse Side

Incumbent: VACANT
Classification: Information Technology Specialist I
Position Number: 814-300-1402-231

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I performs a full range of application development and support activities using DPR standard methods for software development, maintenance, and documentation. The Information Technology Specialist I acts as a project leader on complex applications and works within a team environment to analyze, develop, and maintain software applications of varying complexity in support of the Department's business needs. This position supports the following IT domains: Business Technology Management, IT Project Management, Software Engineering, and System Engineering. **ESSENTIAL FUNCTIONS:**
35%	Serves as a lead on development and maintenance projects ranging from small and simple applications to business-critical, high availability, data driven applications. Coordinates project tasks with other Information Technology Branch (ITB) teams, vendors, and Program staff. Reports project progress and participates in project planning with ITB management. Provides business analysis services for departmental IT projects, including analysis of business processes via information gathering sessions, development and documentation of business requirements, and system design and technical specifications. Develops project documentation, including but not limited to, project plans, system design, requirements documents, flow charts, use case diagrams, and technical manuals. Uses System Development Life Cycle (SDLC), Agile, and/or reportable project mandates to guide the completion of projects. Performs complex software application programming duties and systems analysis of software applications, as well as related databases focusing on Microsoft cloud solutions including, Microsoft Dynamics 365, Power Platform, Power BI, and Salesforce. Provides development and support of geographic information systems. Incorporates best practices of logical design and normalization to relational databases and creates or modifies database objects as needed. Develops, enhances, tests, and maintains database applications for enterprise projects. Provides system analysis for various projects, reports, application changes, and migrations. Develops specifications, data requirements, and technical documentation for existing and potential programs. Evaluates and recommends appropriate solutions for the business needs of various programs.
20%	Responds to software change requests and coordinates fixes and enhancements to existing Departmental production applications. Evaluates the issue or problem, prepares a solution, plans the necessary changes or updates, coordinates their implementation, and provides documentation and maintenance for the update.
20%	Provides day-to-day guidance for other application developers, assisting with complex analysis, application and database design considerations, and overcoming technical roadblocks. Performs peer review of other application developers' application design, code, and documentation.
20%	Provides software and database testing, validating the data and behaviors of tools, queries, and database objects against the required specifications. Creates test plans, conducts rigorous testing, and documents any errors or discrepancies that are noted. Guides program support staff in completing

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Percent of Time	Activity
5%	user acceptance testing of project deliverables. **MARGINAL FUNCTIONS:** Works with other IT branch teams to develop and implement standards regarding application development and other IT processes. Perform other duties as assigned within the scope of the classification **WORKING CONDITIONS:** Performance of these duties requires the use of computers, networks, databases, electronic mail (both internal and external), voicemail, and the Internet. May occasionally work evening or weekend hours in response to system outages/recovery, maintenance, or upgrade activities. Occasional statewide travel on short notice may be required to support regional office locations. Travel may require overnight stays. **CRITICAL JOB COMPETENCIES:** **Teamwork** - Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; foster commitment, team spirit, pride, and trust. **Self-Motivation, Optimism, Sustained Commitment, Perseverance, Patience** - Demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences; Empower yourself first and then your staff. **Technical Credibility** - Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; integrate technology into work to improve program effectiveness; possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate; translate concepts and ideas into strategies and action steps. **Flexibility/Adaptability** - Readily integrate changes midstream into work process and outputs; demonstrate openness to new organizational structures, procedures and technology, shift gears comfortably.