Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Information Technology	Information Technology Associate	549-073-1401-029
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Core Services Branch	Associate Power Apps Developer	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Application, Web & Data Services	Sacramento (HQ)	Vacant
STATE HOUSING (Check if applicable)		**IMMEDIATE SUPERVISOR**
☐ State Housing may be required.		Oscar Vasquez

POSITION DESCRIPTION

Under the general direction of the Information Technology Supervisor II, as a member of the Information Technology Division (App, Web and Data Services Section), the incumbent performs a variety of duties that are moderately complex in nature and limited in scope. The incumbent assists in creating, enhancing and maintaining DPR ITD technology service deliveries and contributes to low-code application solutions, built on Microsoft Power Apps and developed with the assistance of GitHub Copilot, that are scalable, supportable, secure, and stable. This includes assisting with the assessment of business needs and participating in the system development project life cycle to support successful solution implementation. The incumbent follows industry, State and Department standards when contributing to solutions that serve the public, business partners and employees of the Department of Parks and Recreation. Duties include, but are not limited to, the following:

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**Power Apps Solution Design and Development** The incumbent participates in assigned phases of the software development lifecycle for Microsoft Power Apps solutions, including analysis, design, configuration or programming, testing, implementation, and training, under the guidance of senior staff. The incumbent assists in gathering and analyzing business and system requirements for low-code applications and supporting data sources while learning and applying State policies, standards, and guidelines related to project initiation, development, and maintenance, particularly in areas like security, accessibility, presentation, data governance, and enterprise architecture. Develops, configures, and deploys canvas apps and model-driven apps using Microsoft Power Apps, Power Fx, and Microsoft Dataverse, working closely with senior developers, database administrators, users and management. Uses GitHub Copilot to assist with writing and explaining Power Fx formulas, JavaScript and Power Apps Component Framework (PCF) code components, SQL queries, and unit tests, and to speed up documentation and refactoring. The incumbent reviews, tests, and takes responsibility for all AI-suggested output, does not enter confidential data into AI prompts, follows Department and State guidance on the responsible use of generative AI, and submits work through GitHub pull requests for code review by senior staff in accordance with established coding standards. Assists in building and maintaining secure integrations that support communication and data exchange between Power Apps and internal and external systems. Configures Power Platform connectors and Power Automate cloud flows, and implements well-defined custom connectors and RESTful API calls from designs and specifications provided by senior staff, following industry best practices and security standards. Applies established authentication, authorization, and data loss prevention (DLP) mechanisms (e.g., Microsoft Entra ID, OAuth, role-based security) in accordance with Department security guidance,

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	and uses GitHub Copilot to help draft and troubleshoot integration logic and custom connector definitions. The incumbent also supports Power Platform development environments and application lifecycle management through analysis, testing, and documentation. This includes packaging apps and flows as managed and unmanaged solutions, storing solution source in Azure DevOps repositories using the Power Platform CLI, assisting with automated build and deployment pipelines across development, test, and production environments, and assisting senior staff in translating business and functional requirements into Technical Design Specifications. The position also assists with creating and maintaining Dataverse tables, relationships, views, business rules, and security roles, as well as supporting SQL and SharePoint data sources, to support related Power Apps applications. The incumbent helps monitor performance and data integrity, and performs the import, export, transformation, and extraction of datasets, some of which may be confidential, under the direction of senior staff.
30%	**Application Maintenance and Administration** The incumbent carries out routine application support tasks to maintain the health and quality of Power Apps applications and related Power Automate flows. This involves configuring environments, monitoring app and flow performance and usage, managing user permissions and security roles, handling process workflows, setting up notifications, and responding to issues to ensure essential services remain operational. Analyzes and resolves user-reported problems of limited complexity related to access, configuration, connectors, and application procedures, and addresses application defects, escalating more complex issues to senior staff. The incumbent also assists other application and infrastructure coordinators in understanding the functionality of Power Apps applications, and maintains app updates, version control, and release notes in GitHub/DevOps using GitHub Copilot to help diagnose defects and draft fixes for review.
20%	**Project Support and Compliance** The incumbent conducts research and works with technical staff to help identify issues related to performance, security, capacity planning, licensing, and maintenance of Power Platform solutions, and suggests changes for review by senior staff and management. This includes documenting configurations, changes, releases, and operational aspects of implemented solutions, and using GitHub Copilot to help draft technical documentation for review and approval. The incumbent helps identify and resolve software issues by documenting problems, proposing solutions, and participating in the troubleshooting process. Supporting accessibility compliance is also a key responsibility, which involves testing and modifying Power Apps applications to meet Section 508 and WCAG 2.2 A and AA standards. Additionally, the position assists in evaluating proposed solutions against business requirements and participates in workgroups that develop requirements and detailed specifications for system solutions.
5%	**Professional Competency** The incumbent is required to attend ongoing training to build and maintain professional competency in the information technology field, including Microsoft Power Platform and GitHub Copilot, and to develop toward the full journey level of the series. Daily interactions occur with technical staff, supervisors, managers, customers, and vendors. Regular contact with customers is important to maintain strong working relationships, stay informed about their business needs, and respond to routine questions, concerns, and issues related to the support of Power Apps applications, referring more complex matters to senior staff.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. Stay updated on industry trends, emerging technologies, and best practices in low-code development, Power Platform, AI-assisted

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	development with GitHub Copilot, security, and integration.

TYPICAL WORKING CONDITIONS

TELEWORK DESIGNATION:

This position is designated as telework eligible-office centered.

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE