State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Data and Technology Division, IT Systems Branch (DTD-ITSB)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-030-1401-005
UNIT NAME AND LOCATION Enterprise Application Development Unit, Sacramento	CLASS TITLE Information Technology Associate
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-030-1401-005

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Information Technology Supervisor II in the Enterprise Application Development Unit, the incumbent performs a variety of recurring, well-defined tasks supporting in-house applications and resolving information technology system problems. The incumbent works collaboratively with technical specialists and other programmers to provide information technology support for the Human Resources Management System (HRMS) and other applications.

The incumbent is responsible for creating, modifying and maintaining database reports and testing in-house HR application. The role requires active participation as a team member, including coordinating with business analysts, representing the unit at internal and external meetings, and supporting the California Department of Fish and Wildlife's (CDFW) Application Architecture. This position is within the Software Engineering domain of the IT Classification Consolidation.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
35%	**Analysis** ○ **Assess client requirements** — Identify and document client needs to support service delivery. ○ **Gather information through structured questioning** — Use defined questioning methods and listening techniques to obtain accurate information from clients. ○ **Provide information in non-technical terminology** — Convey technical information using clear, non-IT terminology to ensure client understanding. ○ **Establish communication channels** — Set up and maintain communication methods appropriate for client interaction. ○ **Issue regular status updates** — Deliver scheduled updates to clients regarding work progress and required actions. ○ **Conduct client interactions using available communication tools** — Meet with clients in person and use video-conference tools to complete assigned work.
35%	**Testing** ○ **Create and execute test plans** — Develop and run test plans and test suites to verify system functionality according to acceptance criteria.

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	○ **Document test results** — Record test outcomes and defects in the team's standard bug-tracking system to support issue resolution. ○ Design and develop custom, in-house software solutions to allow for data entry, analysis, query and retrieval, display and reporting.
25%	**Communication and Documentation** ○ **Communicate with clients and staff** — Provide clear verbal and written communication to support project activities and information exchange. ○ **Prepare technical documentation** — Create and update software documentation, reference materials, and routine reports following established formats and standards. ○ **Record work activities** — Work with project managers and supervisors to document work effort using approved tools, tracking systems, and methodologies.
5%	**NON-ESSENTIAL FUNCTIONS:** Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Enterprise Application/Web Development Unit's goals and objectives. **WORKING CONDITIONS**: Ability to work at a desk using a computer keyboard several hours a day. Involves sitting most of the time but may require walking or standing. This position will be in downtown Sacramento, but the incumbent will be expected to visit the Headquarters, located in another building within walking distance. Attending meetings, working with staff statewide to complete work assignments. Occasional travel via private or public transportation may be required, up to 5% of total time worked.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.** **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**