State Treasurer's Office
POSITION DUTY STATEMENT
STO 1000 (Rev 11/2025)

DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Information Technology (IT)					820-720-1402-010	126
UNIT					CLASSIFICATION TITLE	
Application Management					Information Technology Specialist I	
TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE	
Full Time/Permanent	R01	E	Yes ☐ No ☒	1	Application Developer	
LOCATION					INCUMBENT	EFFECTIVE DATE
Sacramento						

STATE TREASURER'S OFFICE MISSION

The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.

DIVISION OR BCA OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services.

This mission is accomplished through the combined efforts of several ITD teams: Cybersecurity, Technology Acquisition, Application Management, IT Service Desk, Collaboration Services, and Network and Systems Support. Working together, these IT teams offer a full range of services, including application development and modernization, data center and cloud services, information security, network engineering and support, infrastructure development, equipment and software procurement, desktop support, web presence, technology-related project management, and technical support for new and emerging technologies.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the Application Management section's Application Development Manager, an IT Manager I, incumbent holds responsibility for application development and support. This includes software development, quality assurance, software delivery, and application support.

The Application Management section provides application development, maintenance, and support services to the State Treasurer's Office (STO) and the sixteen separate, quasi-independent boards, commissions, and authorities (BCAs) that organizationally report to the State Treasurer.

The Application Developer will have full-stack development responsibilities including front-end development, back-end development, developing SQL queries and other database objects, integration with 3rd party software/services/components, utilizing cloud services, automation of software delivery, deploying/hosting applications in cloud, etc.

% 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.
35%	**Software Development, Quality Assurance, Software Delivery** **Software Development** • Work with a team to maintain software applications and systems. • Participate in the writing and testing of code to ensure applications are functional and free of defects. • Collaborate with cross-functional teams to gather and analyze requirements. • Implement best coding practices and design patterns.

	• Utilize programming languages, databases, frameworks, and tools as per project requirements. • Engage in pair programming sessions as required. • Integrate third-party systems and services into new or existing applications. • Ensure that the applications comply with security policies and regulations. **Testing and Quality Assurance** • Create and execute test plans and test cases to verify application functionality. • Perform unit testing, integration testing, and user acceptance testing. • Identify and report bugs and work with the development team to resolve them. • Implement and maintain automated testing processes to improve software quality. **Software Delivery** • Automate the build, test, and deployment processes to accelerate software delivery of assigned applications. • Ensure that code changes are integrated into the main codebase frequently and reliably. • Monitor and troubleshoot pipeline failures to maintain a streamlined development workflow. • Maintain infrastructure code (e.g., using tools like Serverless framework, Azure Resource Manager Templates, Azure Bicep templates, etc.) to provision and manage application infrastructure resources. • Ensure that application infrastructure is consistent and reproducible across environments. • Instrument code to generate logs and metrics for application performance monitoring. • Collaborate and set up monitoring and alerting systems. • Respond to and investigate incidents based on monitoring alerts.
35%	**Application Support** • Suggest and implement enhancements to the application to improve user experience and efficiency. • Respond promptly to user-reported issues and incidents. • Investigate and diagnose problems, with guidance, to identify the root cause. • Under direction, develop and implement fixes for software defects. • Test and validate bug fixes to ensure they address the issue without introducing new problems. • Monitor application performance and resource utilization. • Identify and address performance bottlenecks and optimization opportunities. • Apply patches, updates, and security fixes to keep the application current and secure. • Implement and test data backup and recovery procedures to protect against data loss. Monitor and address security vulnerabilities and incidents.
10%	**Documentation and Collaboration** • Document code, system architecture, development processes, etc. • Maintain up to date documentation related to application configurations, troubleshooting procedures, and known issues. • Collaborate with team members, including designers, project managers, and testers. • Participate in code reviews to ensure code quality and knowledge sharing.

	Provide technical support and guidance to other lower level staff.Participate in technology recovery drills and exercises.
10%	**Planning and Reporting** • Monitor and provide updates to project management work plans and schedules. • Track tasks, priorities, dependencies, status and completion dates. • Participate in daily stand-up meetings as required. • Report progress on projects and activities in meetings and provide regular written status reports. Communicate effectively and develop and sustain cooperative working relationships with internal and external business partners.
5%	**Research and Innovation** • Stay up-to-date with industry trends, emerging technologies, and best practices. • Research and evaluate new tools, frameworks, and technologies for potential adoption. Propose innovative solutions to enhance application performance, security, and user experience.
5%	Performs other related duties as required

SPECIAL REQUIREMENTS

N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE