DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.

NAME		**EFFECTIVE DATE**	
UNIT	Information Services	**POSITION NUMBER**	300-912-1402-005
CLASSIFICATION	Information Technology Specialist I		

SCOPE

Under direction, incumbents may perform a wide variety of tasks requiring regular innovative problem-solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas, and involves planning, developing, and implementing technological solutions that are essential to the missions of the overall organization, or affecting large numbers of people on a long-term or continuous basis in one or more of the Business Technology Management, Client Services, Information Security Engineering, Information Technology Project Management, Software Engineering, or System Engineering domains.

Incumbents may: perform feasibility studies and research analysis related to technology projects; provide information technology consultation in support of business programs; establish inventory management guidelines; provide metrics on service level agreements; install or repair hardware or peripheral equipment; develop, implement, and maintain security and privacy training; investigate security incidents; develop and/or review data sharing agreements prior to release of confidential information; analyze business impact and exposure based on emerging security threats; monitor project milestones and deliverables; coordinate and consult with users, administrators, and engineers to identify business and technical requirements; develop and sustain cooperative working relationships with project stakeholders; perform software product deployment and release management activities; define and design software solutions; identify infrastructure system requirements and recommend technology, hardware, software, and plans installation; advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs; install, configure, administer, test, and maintain communication infrastructure systems; conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoot, track, and conduct root cause analysis of system/database/operational issues; and act in a lead role over lower-level staff.

ESSENTIAL FUNCTIONS

70%	**Application Development, Maintenance, Integration, and Release Support (Software Engineering):** • Perform software product deployment and release management activities. • Define and design software solutions using specification development industry standards and methodologies. • Design and implement user interfaces according to design principles and best practices. • Design, develop, and implement software that adheres to organizational enterprise architecture ensuring secure, reliable, and accessible solutions. • Develop and maintain software documentation for each phase of the systems development life cycle to ensure maintainability. • Maintain all code in approved repository server. • Implement standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of application components and integrations. • Develop front-end and back-end application components, with particular emphasis on

	responsive, interactive, and accessible user interfaces, utilizing established application frameworks, services, APIs, and database technologies. • Maintain and enhance existing enterprise applications, including implementing approved functionality, resolving integration issues, and addressing technical dependencies. • Investigate, troubleshoot, and resolve application defects, performance issues, and operational problems to maintain reliable application functionality. • Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards. • Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures.
15%	**Software Development Life Cycle (SDLC) Improvements (Software Engineering):** • Participate in technical retrospectives and post-implementation reviews to identify opportunities to improve software engineering practices. • Develop and execute automated unit, component, and integration tests; support functional and regression testing; and validate corrective changes to ensure application quality. • Participate in cross-functional project teams responsible for implementing departmental strategic initiatives to mature Software Development Life Cycle (SDLC) practices, including automated testing, continuous integration, automated deployment, code reviews, and release management.
10%	**Delivery Coordination (Business Technology Management/IT Project Management):** • Provide consultation to business community to support business programs as related to application development. • Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements. • Plan and estimate assigned software development activities, including design, coding, testing, defect management, integration, implementation, and documentation. • Monitor assigned development milestones, deliverables, technical dependencies, and risks to support timely and high-quality solution delivery. • Apply established software development standards and methodologies to support technical delivery throughout the SDLC. • Develop technical work plans identifying assigned development activities, dependencies, and implementation tasks. • Participate in project team meetings to discuss development progress, technical issues, dependencies, and implementation activities. • Prepare technical status updates summarizing development progress, outstanding issues, and risks affecting assigned deliverables. • Collaborate with business stakeholder and technical teams to clarify requirements, address implementation challenges, and support cross-functional solution delivery.
5%	**Information Security Engineering:** • Investigate and report suspected application security vulnerabilities and security incidents in coordination with information security team. • Analyze application impact and exposure based on emerging security threats, vulnerabilities, and risks to recommend IT solutions and appropriate remediation measures. • Other job-related duties as required.

SPECIAL REQUIREMENTS

- Willingness and ability to accept increasing responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess all knowledge of the Information Technology Associate

classification, and the following knowledge:

- Information technology governance principles and guidelines to support decision making.
- Complex and mission critical business processes and systems.
- Principles, methods, and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices.
- System specifications design, documentation, and implementation methodologies and techniques.

The incumbent is required to possess all abilities of the Information Technology Associate classification, and the following skills and abilities:

- Formulate and recommend policies and procedures.
- Perform effectively in a fast-paced environment with constantly changing priorities.
- Establish and maintain project priorities.
- Apply federal, state, department, and organizational policies and procedures to state information technology operations.
- Apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.
- Positively influence others to achieve results that are in the best interests of the organization.
- Consider the business implications of the technology to the current and future business environment.
- Communicate change impacts and change activities through various methods.
- Conduct end-user training.
- Collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements.
- Assess situation to determine the importance, urgency, and risks to the project and the organization.
- Make decisions which are timely and in the best interests of the organization.
- Provide quality and timely ad hoc project information to executives, project team members, and stakeholders.
- Develop decision making documents.
- Assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		**DATE**	

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	