☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Information Technology Specialist I	**POSITION NUMBER** 538-406-1402-094
WORKING TITLE Application Developer	**DIVISION/UNIT** Enterprise Technology Services Division
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST DESIGNATION** 5

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☒ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general supervision of the Information Technology Manager I, the Information Technology Specialist I (ITS I) is responsible for advanced analysis, design,, and programming for complex applications in the Department of Conservation (DOC). The ITS I maintains expertise in various hardware, software, services, and various programming languages including, but not limited to, C#, JavaScript, .Net, React framework, VB.Net, Python, C++, Access, Microsoft SQL Server, and a variety of web development and GIS tools. Provides technical advice on emerging technical developments and how these might impact critical DOC systems.

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Programming and System Integration: Performs as a technical specialist within the DOC technical environment; performs the systems analysis and complex programming on DOC's complex database systems. The systems

	analysis will be preliminary to, and in support of, the development of new and existing systems. Performs complex programming and system integration using object-oriented design and programming techniques, implementing and supporting e-commerce-applications, taking full advantage of web-enabled access to data, and using an n-tier application and database design. Performs complex programming tasks utilizing database access, stored procedures, data integrity routines, and security requirements. Maintains expertise in software development and project management methodologies. Develops and maintains technical documentation to support DOC systems and applications. Communicates effectively, both orally and in writing with subordinates, peers, clients, customers, and management. Demonstrates presentation skills to all levels of audience.
30%	Business/System Analysis and System Development Project Lead: Works independently in analyzing complex business processes, designing technical and procedural alternatives, and implementing complex programs and systems. Utilizes standard analysis techniques including data flow diagrams, entity-relationship diagrams, and case analysis to document information processing requirements. Prepares project and technical documentation, reports, and gives presentations to colleagues and management. Acts as project lead for and monitors project activities related to the development, implementation and documentation of projects to ensure the projects are completed timely and within scope of work and budget. Ensures the software Quality Assurance and Quality Control (QA/QC) testing is performed and ensures end-user requirements are fully met. Collaborates with the infrastructure Network Security and Server Administration Branch to develop infrastructures related to network access and server configuration for DOC applications.
20%	Technical Support: Performs technical support in a complex technical environment. Identifies and resolves complex technical issues related to program code, database design, structure, and security access.
15%	Research and Development: Researches and tracks current trends in technology. Prepares reports and gives presentations to colleagues and management. Conducts technical research to provide recommendations to management and staff regarding appropriate and compatible hardware and software. Maintains expertise on software and hardware solutions and determines how these can most effectively be used to solve business objectives. Performs other related duties consistent with specifications of the classification.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administration: Performs administrative duties including, but not limited to: adheres to Department policies, rule and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The ITS I reports directly to and receives the majority of assignments from the Information Technology Manager I; however, direction and assignments may also come from other supervisory staff within ETSD.

SUPERVISION EXERCISED:
None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:
None

PERSONAL CONTACTS:
The ITS I will have frequent contact with department managers and staff in order to design, develop, and implement systems that meet the business needs as specified by the business and system requirements. The ITS I will represent the organization within and out the DOC in a way that will enhance public respect for, and confidence in the employee, Department and State Government as a whole.

ACTIONS AND CONSEQUENCES:
The ITS I is expected to act independently in their duties. Major decisions based on business and system analysis related to DOC applications, network and systems design may be based on their recommendations. Poor recommendations may, therefore, create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide a critical service to the public or which respond to a legislative mandate.

CONDUCT AND ATTENDANCE EXPECTATIONS:
Per article 19.1 of your Memorandum of Understanding (MOU), the regular workweek of full-time employees shall be forty (40) hours, Monday through Friday, and the regular work shift shall be eight (8) hours. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for DOC Headquarters are 8:00 a.m. to 5:00 p.m. On-site work may be required based upon the business need. You are expected to be prompt, courteous, thorough, and professional when interacting with state employees, peers, and management. Part of good customer service is listening to and communicating with our customers. To facilitate efficient and effective communication, review calendar availability, then schedule phone calls or meetings with others as appropriate.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building • Work in an open modular workstation in an air-conditioned office • Ability to sit for periods of up to 4 hours and key at a computer for up to 4 hours at a time. • Transport and move heavy objects. • Work under pressure to meet deadlines
OCCASIONALLY	• Work overtime, if required. • Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight lodging inside California may be required.

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 your supervisor).		
Employee Printed Name	**Employee Signature**	**Date**

I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**