DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name Vacant	**Division** Technology Services Division			
Position No / Agency-Unit-Class-Serial 461-120-1402-027	**Unit** Enterprise Application and Data Services Branch/ Hospital and Business Applications			
Class Title Information Technology Specialist I (Working Title: Software Application Developer)	**Location** DSH-Sacramento			
Subject to Conflict of Interest ☐Yes ☒No	**CBID R01**	**Work Week Group: E**	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under the direction of the Information Technology Supervisor II (IT Supervisor II) in the Technology Services Division's (TSD) Enterprise Applications and Data Services (EADS) branch, this position will function as a software developer supporting complex business and Extract, Transform, Load (ETL) processes (such as microservices, APIs, and web applications.

The primary duties of the IT Specialist I lie primarily within the Software Engineering domain as well as within the **Business Technology Management,** and **Systems Engineering** domains of the IT Specialist I classification. This includes the design, development operation, and maintenance of software systems.

Incumbent must be able to travel to all DSH sites.

% 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; percentage must total 100%. (Use additional sheet if necessary.**
45%	The IT Specialist I, as a DSH Software Developer: • Acts as a Lead Software Developer on software system development projects as directed. • Serves as a software system Subject Matter Expert. • Collaborates across the TSD and with business partners to build, support, and enhance a DevSecOps approach to software development, testing, deployment, monitoring, and operations. • Designs software solutions based on a wholistic view of user stories and requirements gathered by Business Analysts and/or Product Owners, clarifying the user stories and requirements as needed in collaboration with the Business Analysts, Product Owners, business users, peers, IT Specialist IIs, and other parties as appropriate. • Breaks down user stories and requirements into tasks of appropriate, addressable size. • Works on software development projects using Scrum or other Agile frameworks chosen by the project lead.

	• Develops software using C# and related full-stack development technologies and other languages, tools, and technologies as necessary. • Reviews code, pull requests, and software system proposals for peers. • Uses version/source control systems and other collaborative development tools to manage code, tasks, and other aspects of development in a team environment. • Writes and runs tests of all types or performs formal verifications, when applicable, for existing and new software systems. • Develops and maintains proper, useful, and complete written and graphical documentation for software systems and projects. • Adheres to the EADS and industry standards and practices for effective software development and assists in keeping EADS standards up to date with emerging policies, trends, best practices, and technologies. • Performs root-cause analysis of software system and data issues, errors, bugs, and inaccuracies and recommends, implements, tests, and documents corrective actions as needed. • Utilizes strong communication skills to work with a large variety of technical and non-technical peers, business customers, and other audiences with differing views on requirements and priorities. • Interacts with data repositories for development, troubleshooting, analysis, and data integration using SQL or other data repository systems and services as necessary. • Consults with appropriate security experts to address security vulnerabilities, mitigate risks, and design, implement, and enforce data integrity and security measures in software systems that maximally meet business requirements while maintaining protection of Protected Health Information (PHI) and Personally Identifiable Information (PII). • Works on researching/testing/implementing AI and automation technologies, tools, processes, policies for the EADS and TSD. Consults for other DSH AI-related initiatives as needed. Approaches all work with a focus on security, privacy, and usefulness

40%	The IT Specialist I, as a member of the EADS: • Works independently or in teams as projects require. • Exhibits timeliness in addressing diverse technical and business matters. • Participates in training activities for professional and technical growth. • Exhibits an on-going development of high-level knowledge of the DSH business and processes. • Builds collaborative, meaningful, and effective working relationships with team members, TSD staff, and DSH business customers. • Mentors, trains, and supports IT Associates and other staff in software development best practices, techniques, new technologies, and platform usage. • Works closely with EADS and other TSD staff to learn existing EADS technologies and research and evaluate new and emerging technologies. • Collaborate with peers, IT Specialist IIs, managers, and other parties to recommend continuous improvements to enhance the quality, consistency, and sustainability of applications, systems, and data across the Department.

15%	• The IT Specialist I also performs other job-related work as required by management in support of the business functions of EADS.
Working Conditions	This position reports to the Allenby building in Sacramento. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. 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 Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date