

POSITION STATEMENT

| 1. POSITION INFORMATION | |
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| CIVIL SERVICE CLASSIFICATION: Information Technology Specialist I | WORKING TITLE: <i>Senior Web Developer</i> |
| NAME OF INCUMBENT: | POSITION NUMBER: 280-350-1402-976 |
| SECTION/UNIT: Enterprise Applications/Web Innovation | SUPERVISOR'S NAME: |
| DIVISION: Application Services | SUPERVISOR'S CLASSIFICATION: Information Technology Supervisor II |
| BRANCH: Information Technology | REVISION DATE: 1/25/2023 |
| Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours | |
| 2. REQUIREMENTS OF POSITION | |
| Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>) | |
| Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): After hours support may be required as needed. | |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION | |
| Summary Statement (Briefly describe the position's organizational setting and major functions): Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering | |
| <p>Under direction of the Information Technology Supervisor II, the incumbent works independently and in a team environment to perform a complex variety of tasks in connection with analysis, research, testing, implementation and support of the Employment Development Department's (EDD) public facing web content. At first, incumbent will receive on-the-job training, as necessary, in order to successfully perform the work of the Information Technology Specialist I class. As proficiency increases, the incumbent will be assigned increasingly complex and difficult work, and will lead technical efforts as needed.</p> <p>The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.</p> | |

| Percentage of Duties | Essential Functions |
|----------------------|---|
| 30% | Based on state template releases provided by the California Department of Technology (CDT), architects, develops and implements scalable EDD branded template frameworks for use by all EDD public facing websites and web applications. Adapts the CDT state web template to partner agency websites that the Web Technologies Team (WTT) are responsible for. Uses analytic tools to assess effectiveness of websites supported by the Web Technologies Team. Conducts detailed analysis of business functions with customers to define business needs. Recommends and builds creative and innovative solutions to business and technical problems. Acts as technical lead as needed and interfaces with the Public Affairs Branch on needs and deadlines. Programs and debugs at an advanced level with a thorough understanding of HTML 5, CSS 3, ASP.NET, JavaScript, jQuery, Bootstrap, and Content Management System (CMS) environments. Applies principles of usability and responsive web design at an advanced level. |
| 30% | Provides timely and accurate updates to the EDD website and other supported websites WTT is responsible for. Administers CMS and provides support to CMS content authors. Makes recommendations to Public Affairs Branch for innovative improvements to websites and web update processes. Stays current with and identifies Americans with Disabilities Act (ADA) requirements that will impact the Department's public facing web content. Provides automated accessibility testing for Enterprise web content. |
| 15% | Utilizes multiple analytics tools available to the EDD, including Google Analytics and SiteImprove. Provides partners with analytics dashboards to better analyze the user experience for EDD marketing materials, campaigns, and overall website usage. |
| 10% | Develops and reviews policies, standards and security for public facing websites and web applications. Works with established policy groups to incorporate Enterprise-wide standards. Reviews public facing content for meeting accessibility and usability standards. Documents template standards and conducts walkthroughs with team members, management and stakeholders to communicate expectations. Provides advanced level review of web application development efforts. |
| 10% | Provides efficient and accurate tier two level technical support to web customers for complex programs. Solves technical problems accurately, clearly answers technical questions, and ensures that systems are executing accurately and efficiently. |

| Percentage of Duties | Marginal Functions |
|----------------------|------------------------------------|
| 5% | Performs other duties as assigned. |

4. WORK ENVIRONMENT *(Choose all that apply)*

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| Standing: Occasionally - activity occurs < 33% | Sitting: Continuously - activity occurs > 66% |
| Walking: Occasionally - activity occurs < 33% | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Occasionally - activity occurs < 33% |
| Lifting: Occasionally - activity occurs < 33% | Bending/Stooping: Occasionally - activity occurs < 33% |
| Other: | |

Type of environment:
 High Rise Cubicle Warehouse Outdoors Other:

Interaction with customers:
 Required to work in the lobby Required to work at a public counter

Required to assist customers on the phone Required to assist customers in person Other:
Interfaces with internal customers in person, over email and on the phone. Does not interact with public customers.

5. SUPERVISION

Supervision Exercised: None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: _____ Date: _____

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: _____ Date: _____

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

| | | |
|---|----------------------|---------------|
| <input type="checkbox"/> Duties meet class specification and allocation guidelines. | PMG Analyst initials | Date approved |
| <input type="checkbox"/> Exceptional allocation, 625 on file. | NA | 7/8/2022 |

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.
List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file