

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Information Technology Specialist I
Name of Incumbent	Position Number 280-350-1402-070
Section/Unit Document Technology Services/ Document Management System (DMS) Development	Supervisor's Name
Division Application Services	Supervisor's Classification Information Technology Manager I
Branch Information Technology (ITB)	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 6/7/2022

### 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 type="checkbox"/> Other ( <i>specify below in Description</i> )             |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

Some work on weekends and evenings will be required.

### 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 type="checkbox"/> Business Technology Management   | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services    |
| <input type="checkbox"/> Information Security Engineering | <input checked="" type="checkbox"/> Software Engineering  | <input type="checkbox"/> System Engineering |

Under the direction of the Information Technology (IT) Manager I of the DMS Development Group, the incumbent serves as senior developer and lead involved in performing the complex analysis, design, development, testing, implementation, maintenance, trouble shooting and supporting the Employment Development Department's (EDD) mission critical enterprise applications and projects. The incumbent provides technical leadership to project team members, technical staff, expertise in advanced business analysis and project management, investigates complex technical problems and issues and develops plans to resolve them from the enterprise perspective.

Maintains mastery of various programming languages and able to write complex programs such as VB.net, C#.Net, VB scripts, Javascript,SQL.

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment;

Civil Service Classification  
***IT Specialist I***

Position Number  
***280-350-1402-070***

complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

**3. DUTIES AND RESPONSIBILITIES OF POSITION** *(continued)*

Percentage  
of Duties

Essential Functions

45% Engineers, designs, develops, tests and implements new applications, modifications to existing applications and maintains complex application software solutions within the EDD Document Management System (DMS) in response to functional requirements established with customers. These responsibilities may be performed individually or as part of a project team, where the incumbent may serve as a lead.

Demonstrates mastery of various programming languages and tools which include VB.net, C#, VBA, Javascript, Visual Studio.Net, RESTful Web Services, Microsoft SQL Server 2014 or higher, SQL Server Reporting Services, SQL, Data Capture Software Development Tools and Enterprise Content Management software.

Independently works on new application development, enhancements and maintains several custom applications, Commercial and Modified off-the-shelf (COTS/MOTS) data capture software and content management software within the DMS. Ensures assignments are completed in an accurate, effective and timely manner by following assigned project schedules.

40% Works independently on complex applications as a subject matter expert. Designs and maintains technically complex program specifications. Analyze, develop and conduct unit and integration testing of the complex new software programs, COTS/MOTS software and maintains existing custom programs written in C#/VB.Net. Responsible for ensuring the various testing phases are successful using numerous testing methodologies. Prepares technical design documentation, programmer's reference manuals, system and program test specifications, test plans, and system test scripts. Tests data and validates results. Conducts and participates in all phases of the System Development Life Cycle. Mentors and trains technical staff in application development.

Communicates clearly across organizational lines while maintaining cooperative working relationships. Works on multiple assignments, concurrently, and successfully adapts to changes in priorities. Provides production release support and coordination with all involved parties.

5% Performs as Project Lead on projects of moderate to large complexity. Analyze requirements, develop detailed work plans, create detailed cost estimates, develop tasks from project schedules, create system test scripts, and facilitate the monitoring and closing of IT projects. Assesses potential risks, develops contingency plans, may assign and review work, and schedules and coordinates team meetings. Provides documentation, risk assessments, and status reports accurately; and ensures work efforts are completed timely and within scope and budget.

Percentage of Duties Marginal Functions

- 5% Invests in personal development and growth through certification or continuous education to maintain technical level knowledge in the information technology field with the emphasis in software development services. Focusses on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.
- 5% Performs other duties as assigned.

**4. WORK ENVIRONMENT** (Choose all that apply from the drop-down menus)

- Standing: Repetitive (26-33%)      Sitting: Repetitive (26-33%)  
Walking: Repetitive (26-33%)      Temperature: Temperature Controlled Office Environment  
Lighting: Artificial Lighting      Pushing/Pulling: Choose an item.  
Lifting: Choose an item.      Bending/Stooping: Choose an item.  
Other:  
Type of Environment: a. Cubicle b. Select c. Select d. Select  
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.

**5. SUPERVISION**

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)  
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 (Print)

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 (Print)

Supervisor's Signature

Date

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

Duties meet class specification and allocation guidelines.

PMG Analyst initials      Date approved  
dmg      6/7/2022

**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:

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Associate	Working Title Information Technology Associate
Name of Incumbent	Position Number 280-350-1401-XXX
Section/Unit Document Technology Services / Document Management System (DMS) Development	Supervisor's Name
Division Application Services Division	Supervisor's Classification Information Technology Manager I
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 2/19/2019

### 2. REQUIREMENTS OF POSITION

Check all that apply:

- |  |  |
|--|--|
| <input 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 type="checkbox"/> Other ( <i>specify below in Description</i> )             |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

### 3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

**Information Technology Domains:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Business Technology Management   | <input 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         |

Under the general supervision of the Information Technology (IT) Manager I of the DMS Development Group, the Information Technology Associate serves as an associate programmer involved in performing analysis, research, design, development, testing, implementation, maintenance, trouble shooting and supporting the Employment Development Department's (EDD) mission critical enterprise applications and projects.

The incumbent contributes toward the growth of the IT 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.

**3. DUTIES AND RESPONSIBILITIES OF POSITION** *(continued)*

Percentage of Duties	Essential Functions
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45% As an IT Associate, on a team and/or individually, develops, tests and implements new applications, modifications to existing applications and maintains the application software solutions at EDD DMS in response to functional requirements established with customers.

Maintains knowledge of various programming languages and tools which include VB.net, C#, VBA, Visual Studio, Web Services, Microsoft SQL Server 2014 or higher, SQL Server Reporting Services, SQL, Team Foundation Server, custom iCapture ISL (Impressions Scripting Language), Infolmage form and route development.

Works on new application development, enhancements and maintain several custom applications written in VB/C#.Net, iCapture ISL custom components, and custom off the shelf and modified of the shelf (COTS and MOTS) applications at DMS. Ensures assignments are completed in an accurate, effective and timely manner by following assigned project schedules.

45% Develops and tests new software programs and maintains old software programs. Responsible for ensuring the various testing phases are successful using numerous testing methodologies. Prepares technical design documentation, programmer's reference manuals, system and program test specifications, Implementation plans, test plans, test data and validates results. Conducts and participates in all phases of the System Development Life Cycle.

Communicates clearly across organizational lines while maintaining cooperative working relationships. Works on multiple assignments, concurrently, and successfully adapts to changes in priorities. Provides production release support and coordination with all involved parties.

Percentage of Duties	Marginal Functions
----------------------	--------------------

5% Invest in personal development and growth through certification or continuous education to maintain technical level knowledge in the information technology field with the emphasis in software development services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.

5% Performs other duties as assigned.

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Occasional (13-25%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other:	

Type of Environment: a. Cubicle b. Select c. Select d. Select

Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.

**5. SUPERVISION**

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

N/A

**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 (Print)

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 (Print)

Supervisor's Signature

Date

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

LB

2/21/2019

**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.

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