

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| DIVISION OR BCA Information Technology (IT) | | | | POSITION NUMBER (Agency-Unit-Class-Serial) 820-720-1414-001 | | Position ID 152 |
| UNIT Application Support | | | | CLASSIFICATION TITLE Information Technology Specialist II | | |
| TIME BASE / TENURE Full Time/Permanent | CBID R01 | WWG E | COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | MCR 1 | WORKING TITLE | |
| LOCATION Sacramento | | | | INCUMBENT | | EFFECTIVE DATE |
| STATE TREASURER'S OFFICE MISSION | | | | | | |
| The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies. | | | | | | |
| COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION | | | | | | |
| The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department. | | | | | | |
| DIVISION OR BCA OVERVIEW | | | | | | |
| BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS | | | | | | |
| The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services. | | | | | | |
| This mission is accomplished through the combined efforts of four ITD sections; Application Development, Client Services, Technical Support, and Database Administration. Working together, these sections offer a full range of services including infrastructure development, network support, application development, equipment and software procurement, desktop support, web presence, technology related project management and technical support for new and emerging technologies. | | | | | | |
| GENERAL STATEMENT | | | | | | |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS | | | | | | |
| Under the direction of the Application Support Section Manager, an IT Manager I, the Cloud Application Developer works in a lead software developer capacity within the Application Development unit. The incumbent must continuously demonstrate an advanced understanding of the software development lifecycle, possess a strong background in software engineering, and the desire to stay current on modern automation technologies. This position acts as an administrator for the Azure DevOps environment. The incumbent's primary responsibility is the updating of legacy programs for cloud readiness and development of new home-grown applications to meet business needs. This position may be required to carry an agency-issued mobile phone and occasionally respond to after-hours issues. | | | | | | |
| % 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. | | | | | |
| 50% | Cloud App Development —Collaborates with clients to determine application needs and assess feasibility of new development and/or integration of COTS products. Contributes to architecture discussions and acts as a lead developer on custom .Net STO cloud and desktop application development projects. Analyzes business functions and identifies where automation and improvements can be made to ensure maximum efficiency of business-level and IT staff. Evaluates current production applications and works on modernization design and coding. Works with web designer to ensure ADA compliance and STO branding. | | | | | |
| 15% | DevOps Administration — Acting as an Azure DevOps administrator and cloud architect, works with the Systems Engineering team facilitating service connections, CI/CD pipelines, releases, test plans, code repositories, sprints, and boards. Coordinates pull requests and enforces adherence to Change Management policies. Coaches colleagues on use of DevOps tooling and best practices. Creates documentation on code testing and deployment procedures. Integrates code inspection tools such as SonarQube and Vericode and reports on security compliance with ISO. | | | | | |

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| 15% | Training and Development —Participates in workshops, seminars, and utilizes training platforms to stay current on the latest technologies relevant to job functions; refresh and develop new IT skills using STO-provided training resources; independently research and analyze new and emerging tools, trends, products, and software. |
| 15% | Client Collaboration and Sprints —Regularly coordinate updates to applications with business-level clients and participate in project sprint cycles accordingly. Create and maintain project tracking documentation and update project management software and trouble tickets. Creates project plans and proposed schedules for application deployment. |
| 5% | Other work-related duties as necessary |

SPECIAL REQUIREMENTS

(i.e. valid CA driver’s license, overnight travel, etc.)

To be reviewed and signed by the supervisor and employee:

EMPLOYEE’S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

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| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | DATE |
| | | |

SUPERVISOR’S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

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| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | DATE |
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