

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)	Working Title of Position <b>Power Platform Enterprise Architect and Administrator</b>		
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Division and/or Subdivision <b>Research, Development, and Innovation (RDI)</b>  Location of Headquarters <b>West Sacramento</b>  Class Title of Position <b>Information Technology Specialist III</b>  Position Number <b>541-021-1415-003</b>  Effective Date <b>March 2023</b>		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p><b>Under the administrative direction of the Assistant Deputy Director of the Research Development and Innovation (RDI) Unit, the incumbent is an expert technical advisor for the department on behalf of RDI. The incumbent will lead and collaborate with peers within Information Technology Services (ITS) Division. The incumbent is a technical consultant to business customers as well as colleagues throughout the Department of Forestry and Fire Protection (CAL FIRE) on the ongoing development of the most complex technology research projects. The incumbent possesses the highest degree of independence and exercises good judgment for assigned directives, projects, and tasks in the ongoing effort to streamline government processes. The incumbent provides recurring reports and updates to executives, senior leadership, and business partners. Duties include, but are not limited to:</b></p> <p><b><u>Senior Application Architect</u></b></p> <p><b>*Leads and provides advanced architect-level solutions in the Microsoft Power Platform (Power Apps, Power Automate, Power Pages, Power BI, Dataverse). *Leverages technical skills beginning with initial translation of business requirements to technology solutions, initial development and prototyping, up to the finished product including the knowledge and support of Robotic Process Automation (RPA), Artificial Intelligence (AI) and Machine Learning.</b></p> <p><b>*Produces supporting backend Function and Web Apps, in C#.NET, Node.js and/or Python.</b></p> <p><b>*Creates data models and solutions required to support the Function and Web Apps, and architects databases, authors SQL queries and views as required.</b></p> <p><b>*Leads and conducts workshops with business partners to understand business processes and requirements. *Designs and architects solutions that leverage the CAL FIRE ecosystem of tools to implement those requirements.</b></p> <p><b>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</b></p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <a href="#">See page 2.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>	<input type="checkbox"/> Posted to Directory	<input type="text" value="Initials and date"/>	

