

**DUTY STATEMENT**  
DSH3002 (Rev. 11/2022)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Technology Services Division			
<b>Position No / Agency-Unit-Class-Serial</b> 461-120-1415-001		<b>Unit</b> Enterprise Applications Section			
<b>Class Title</b> Information Technology Specialist III Working Title: Application Architect		<b>Location</b>			
<b>Subject to Conflict of Interest</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID M01</b>	<b>Work Week Group: E</b>	<b>Pay Differential</b>	<b>Other</b>
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under administrative direction of the Information Technology Manager II, the Information Technology Specialist III (ITS III) demonstrates strategic technical leadership, influence, and expertise that drives the organization's use of technology toward constant improvements at the Department of State Hospitals, in the Enterprise Applications Section of the Technology Services Division (TSD).					
<b>% of time performing duties</b>	<b>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).</b>				
40%	As the Application Architect, the IT Specialist III is responsible for the complete software development life cycle required for the initial and future state of Electronic Health Record (EHR) application and services. From requirements and analysis to design and development, the ITS III is responsible for the architecture, development, implementation, operation, deployment, and maintenance of EHR applications software systems including research, user centric design, development and configuration, programming, testing and implementation of application services. The ITS III studies data sources and maintains, updates, and develops complex enterprise scale code; ensures data operations are completed successfully.				
20%	Formulates strategies and designs architectures for full stack applications, ensuring that best practices are followed by the organization and other engineers. Verifies and corrects conflicts in data transformation, transport, configuration, and overlaps. Maintains the integrity and smooth functioning of the application architecture across all EHR systems and sub-systems, applications & databases. Analyzes and improves current application performance and reliability. Identifies, debugs, and advises on system errors, data issues, data integrity problems and/or architecture issues.				
10%	Documents technical requirements in the application context. Collaborates and works with analysts, subject matter experts (SMEs) and business users to convert business application specifications into technical designs, while				

	adopting industry standards. Partners with ITS III (Integration Architect) to ensure applications and integrations are documented appropriately.
10%	Designs, builds, implements, and uses applications to negate security vulnerabilities and uses best security practices to keep the enterprise secure. Applies advanced security first principles while evaluating the complex array of systems involved with EHR applications. Works collaboratively and effectively with the Information Security Officer and the Information Security Unit, third party vendors, customers, clients, engineers and other EHR stakeholders. Serves as an application security journeyman, ensuring all application architecture follows security best practices.
10%	Provides technical leadership and expertise in coordinating a variety of teams and staff to align team activities, development stacks, design methodologies and technical innovation towards the overall DSH and Technology Services Division (TSD) strategies. Serves in a lead role over subject matter experts (SMEs) and other application support staff.
5%	Tracks and maintains knowledge of new and emerging technologies and strategies of best practices for application engineers. Participates in workshops and self-paced training(s) such as Pluralsight and other educational opportunities; stays updated on industry publications and industry trends and technologies in the application space.
5%	Performs other Information Technology Specialist III job-related work as requested by management.
Working Conditions	<p>A majority of the essential functions of this position may be performed via telework and/or with flexible scheduling. Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face to face meetings, and/or may travel throughout California as needed, with prior notice.</p> <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>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.</p>
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. Incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments.

TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems. Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

**Statement of Economic Interests / Form 700 Requirements:**

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

**Ethics Training and Compliance:**

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position 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