

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Senior Software Developer
Name of Incumbent	Position Number 280-349-1402-028
Section/Unit SDI Online & Distributed Application Section/SDI Development Group	Supervisor's Name
Division Product Development Division	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 5/24/2018

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 checked="" 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.*)

Occasional travel to non-Sacramento offices.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

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

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

Under the direction of the Information Technology (IT) Supervisor II, the incumbent serves as a member of the development team and performs a wide variety of tasks requiring regular innovative problem solving to support SDI web applications (SDI Online, Paid Family Leave, or DI Consolidation). As a Specialist, the incumbent works on the advanced design, development, and maintenance of the applications by performing a wide variety of analytical and technical activities, and may lead lower-level staff in those activities. The incumbent coordinates application development activities in various technical areas and works closely with other team members to define, document, and maintain project processes, product and system documentation. The incumbent develops and implements the process for managing and sustaining these processes and documents through all the phases of the SDLC. Software Engineering is the main domain, with tasks for this position also encompassing multiple other IT domains, including: 1) Business Technology Management, 2) Project Management, 3) Software Engineering, and 4) System Engineering.

The incumbent has a depth of knowledge in system features, interfaces, and mission critical production processing activities. Supports applications development activities in planning, analyzing, developing, testing, and implementing application software solutions (including development, enhancement, testing, and maintenance services). Develops detailed program specifications from requirements, writes and/or modifies

computer programs, unit tests programs, and develops application documentation packages sufficient to achieve successful integration testing and migration to production support.

The incumbent maintains understanding of the DI Branch business environment, equipment, and procedures as they relate to the need for information systems resources and services. Alerts managers to potential risks and issues of importance. Provides guidance in the research, evaluation, development, and selection of IT processes, products, and services to support the application development functions. Provides information to contractor staff.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance and lead medium size projects, and an incumbent who has reached Range C should be able to perform the task independently, assist newer staff in the process, as needed, and lead large size projects.

Preferred & Desirable Qualifications: Knowledge and demonstrated experience with .NET, C#, HTML 5, CSS, Bootstrap, COBOL, systems development lifecycle (SDLC), including various frameworks, SQL database administration, test concepts, and server knowledge. Ability to lead tasks in the area of application development of n-tier applications and mentor other staff. Mature leadership, customer service, team building, project management, and advanced communication and presentation skills. Experience with Microsoft Visual Studio and team foundation server.

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

Percentage of Duties	Essential Functions
30%	Serves as a specialist for the software development and maintenance of State Disability Insurance web applications. Develops expertise in those technical applications. Consults with appropriate sources for technical knowledge, organizes and shares technical instructions and training material with ITB staff. Provides training and mentoring for team members, as needed. Ensures training is accurate, and provides follow up with staff to assure learning is taking place. Develops, updates, and implements standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of systems and databases.
30%	Defines and designs software solutions using specification development industry standards and methodologies in response to functional requirements established with customers. Develops, tests, and implements new applications and modifications to existing applications ensuring hardware, software design, and development adhere to organizational enterprise architecture to assure secure, reliable, and accessible solutions. Develops and maintains software product documentation for each phase of the SDLC to ensure maintainability. Perform software product deployment and release management activities.
20%	Serves as a lead on special assignments. Analyzes requirements, develops time and cost estimates. Assesses potential risks and develops contingency plans. May assign and review work. Schedules and coordinates team meetings. Provides documentation, detailed work plans, task and defect tracking, risk assessments, and status reports accurately and in a timely manner.
15%	Works with customers to define and document functional requirements for a variety of applications. Provides IT consultation to business community to support business programs.

Percentage of Duties	Marginal Functions
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: Infrequent (7-12%) Temperature: Temperature Controlled Office Environment
- Lighting: Artificial Lighting Pushing/Pulling: Not Applicable
- Lifting: Not Applicable Bending/Stooping: Not Applicable
- Other: *Click here to enter text.*

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

Interaction with Public: a. N/A 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

Classification and Pay Unit (CPU) Approval

Duties meet class specification and allocation guidelines.

CPU Analyst initials

Date approved

dmg

6/7/2024

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:

[Click here to enter text.](#)

**** 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)**

Civil Service Classification

Information Technology Specialist I

Position Number

280-349-1402-028

- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**