EDD Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION: Information Technology Specialist II	WORKING TITLE: Technical Testing Architect Information Technology Specialist II
NAME OF INCUMBENT:	POSITION NUMBER: 280-349-1414-XXX
SECTION/UNIT: Enterprise Testing Office - Technical Tier	SUPERVISOR'S NAME:
DIVISION: Product Development Division	SUPERVISOR'S CLASSIFICATION: Information Technology Manager I
BRANCH: Information Technology Branch	REVISION DATE: 06/06/2024

Duties Based on: ☒ Full Time   ☐ Part Time – Fraction _____   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☒ Travel May be Required   ☐ Other *(specify below in Description)*

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

Occasional travel may 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.)

☒ Business Technology Management   ☒ IT Project Management   ☒ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☐ System Engineering

Under the general direction of the Information Technology Manager I, the Information Technology (IT) Specialist II serves in a technical testing advisory and leadership role within the Enterprise Testing Office – Technical Tier of the Employment Development Department (EDD). The IT Specialist II demonstrates a depth of leadership and expertise in the performance of their duties.

The IT Specialist II plans, develops, implements, and maintains technological solutions that are essential to the mission of the overall organization. The incumbent works independently, or as a lead on project teams, for non-production test environments services, test data management, batch testing set-up, and test automation on systems software projects.

The IT Specialist II performs a wide range of high-level technical tasks requiring innovative problem-solving and undertakes a variety of roles, from subject matter expert on associated hardware/software environment components, test data and leveraging test automation, impact

analysis to coordinate and triage technical non-production test environment and/or test data related issues and quality control in support of Enterprise level projects.

The incumbent coordinates and provides test management guidance and consultation on Information technology branch projects while working closely with team members, EDD staff, and vendors to define, document, and support EDD testing best practices/processes and supported software and documentation.

The incumbent contributes toward the growth of the Information Technology 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.

Percentage of Duties	Essential Functions
45%	Manage and maintain non production test environments across multiple EDD systems for test support services. Lead and coordinate with technical support groups and business stakeholders for provisioning and integrating test environments, dependent components, batches, interfaces and maintenance to support, troubleshoot and resolve test environments issues. Provide guidance to help develop policies, processes and procedures to define service level agreements for test environment management. Provide and organize training for team members on test environment management, test data management and batch testing tools, and processes and procedures.
30%	Provides technical subject matter expertise and leadership oversight for system test across multiple business projects in effectively leveraging test automation, reusable test data sources and batch integration testing services (when applicable) in preparation for system testing. Maintains knowledge of test automation tools such as Unified Functional Testing and database tools such as QMF, SoftBase and SQL. Performs system testing analysis on proposed legislation and produces work effort time estimates. Works closely with management, technical staff and test teams in applying the appropriate Application Lifecycle Management (ALM) test measurements and metrics. Advises management on any recommendations in testing strategy and methodology.
20%	Supports projects through the project management life cycle in accordance with the EDD's Service Delivery Discipline (SDD) methodology to consistently manage and implement successful work efforts. These include testing technical services related to non-production test environments, components, interfaces such as and not limited to server and/or software upgrades, patching, connectivity validations and test data set-up, issue resolutions and processes. Mentors testing staff to ensure that their work products meets testing standards. Ensure that testing technical services are of high quality, efficient, timely, supportable, and that they comply with Department and Branch standards for performance and documentation.
Percentage of Duties	Marginal Functions

5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other:

Type of environment:

☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone   ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION

Supervision Exercised*:* Serves as a lead and mentor but does not have supervisory responsibility.

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:

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:

Supervisor's Signature: Date:

7. HRSD USE ONLY		
Classification and Pay (CPU) Approval		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	CPU Analyst initials dmg	Date approved 6/6/2024

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.

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file