

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification IT Specialist II	Working Title Business Application Integration Engineer
Name of Incumbent	Position Number 280-353-1414-XXX
Section/Unit Enterprise Application Services / Business Application Services – Engineering	Supervisor's Name
Division Infrastructure Service Division	Supervisor's Classification Information Technology Manager I
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 9/1/2023

### 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 checked="" 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 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.)**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Business Technology Management   | <input checked="" type="checkbox"/> IT Project Management | <input checked="" type="checkbox"/> Client Services    |
| <input checked="" type="checkbox"/> Information Security Engineering | <input checked="" type="checkbox"/> Software Engineering  | <input checked="" type="checkbox"/> System Engineering |

Under general direction, the incumbent works as an Architect in the Employment Development Department's (EDD) Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at the EDD. The incumbent is responsible for the architecture, design, build, implementation, maintenance and operations of the organization's statewide information technology systems.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.

The incumbent acts as an Architect on systems software/hardware projects, and/or on information systems.

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

Percentage of Duties	Essential Functions
45%	<p>Performs more complex technical tasks in the engineering and support of the Infrastructure Support Division's lines of business, and serves as system lead on a rotating basis with other architects, including:</p> <ul style="list-style-type: none"><li>• Designing and building modern business application integration architectures, including system design, implementation architectures, functional specifications, application testing, production migration and support for the department's business applications at both EDD and CDT data centers.</li><li>• Designing and implementing application integration and system integration to ensure that the department's business delivery systems meet or exceed defined Service Level agreements.</li><li>• Working with management and technical experts in all IT disciplines so that they are made fully aware of the features and applied usage of the EDD's application hosting environments.</li><li>• Demonstrating mastery of technical knowledge in the more complex problem resolution on the department's application hosting environments.</li><li>• Ensuring resolved problems are documented so that if they reoccur resolution is easily accomplished.</li><li>• Developing, maintaining and improving all system documentation systems and standard operating procedures to ensure technical systems standards are maintained and improved.</li><li>• Providing consultation and technical leadership to project teams to ensure success of the Sections assigned business application projects.</li><li>• Providing mastery of technical level knowledge, leadership and mentoring in the area of business application hosting test and production environments.</li></ul> <p>Responds to more complex escalated Enterprise break/fix server and client problems. Serves as team lead/architect for department projects. Architects and supports the evaluation and testing of hardware and software for the server\client infrastructure and systems. Architects and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.</p>
45%	<p>Provides analytical and technical review and analysis to ensure all applicable enterprise infrastructure policies and standards are adhered to. Ensures information systems are compliant with all department, state, and federal information technology and security requirements.</p>
Percentage of Duties	Marginal Functions
5%	<p>Invests in personal development through continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational</p>

information system principles of confidentiality, integrity, and availability throughout the EDD.

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: Occasional (13-25%)      Temperature: Temperature Controlled Office Environment  
Lighting: Artificial Lighting      Pushing/Pulling: 1-25% of the time  
Lifting: 1-25% of the time      Bending/Stooping: 1-25%  
Other: *Click here to enter text.*  
Type of Environment: a. Cubicle b. N/A c. N/A 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)  
No supervision of staff. Serves as technical lead and mentor.

**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

3/1/2024

**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:

Civil Service Classification  
***IT Specialist II***

Position Number  
***280-353-1414-XXX***

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