



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Information Technology Specialist II	681-600-1414-906
BRANCH (if applicable)	WORKING TITLE	CBID
N/A	IT Application Developer	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
Information Technology Section	715 P Street, 20 th Floor, Sacramento, CA 95814	Vacant
IMMEDIATE SUPERVISOR		
Information Technology Manager I		
POSITION DESCRIPTION		
<p>Under general direction of the Chief Information Officer (IT Manager I), the incumbent will support IT project management and application development operations within the Office of Energy Infrastructure Safety by performing critical functions related to application design and maintenance, project management, vendor management and other tasks related to the department’s cloud-based Azure application environment.</p> <p>Incumbents typically work in the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Oversee, lead, and demonstrate a depth of leadership and expertise in cloud-based application development and maintenance of existing on-premises applications. Optimize and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization. Lead and mentor project teams in evaluation of current computer systems including compatibility for conversion or refactor for cloud infrastructure. Troubleshoot complex programming and systems issues; correct or repair issues as requested. Plan, architect, design, configure, administer, develop, test, implement and maintain complex applications and integrate new systems with existing technical resources that meet the business and functional needs of the department. Determine best technology solution to eliminate manual and/or repetitive tasks for business customers using best application development practices. Review software architecture and make recommendations regarding technical and operational feasibility; evaluate new tools and coding languages as required. This includes meeting with stakeholders to collect requirements, requirements analysis, writing technical documentation, application development, writing test procedures, unit and integration testing, application maintenance and technical support of various business application systems. Provide solutions and guidance to IT and business customers on design, development, implementation and maintenance of existing applications, long-term IT application systems, cloud environment, and database configuration management, and other issues associated with application development.</p>	
30%	<p>Work independently at a high-level designing, developing, coding, testing, documenting, maintaining, enhancing and supporting applications such as, ESRI Enterprise, SQL database, Service Now, Snowflake, Oracle Forms and Reports, Oracle Application Express, Tableau, Java etc.; on various operating and database systems using in-house development tools to verify stability, interoperability, portability, security, or scalability of system architecture. Develop logical and physical data models, and Entity Relationship diagrams. Analyze, evaluate, and document requests to resolve application issues, perform</p>	



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	user enhancements, and implement application change requests, make and implement recommendations to improve application security, performance, functionality and reliability. Develop project plans, schedules, and time estimates for custom IT systems. Effectively communicate (verbal, written) with colleagues, customers, and the IT Unit manager, writing project status reports and providing project documentation, as required. Lead or direct the documentation of business processes or workflows, as necessary.	
20%	Analyze and document business processes as part of the system development lifecycle. Including the coordination and consultation with program office staff and management to identify, analyze, and document business, functional, and technical requirements, necessary for IT system development. Develop research analysis reports related to technology solutions or products. Actively participate in the procedures and processes for code maintenance, storage, and release management. Perform software product deployment and release management activities. Plan and conduct user training.	
10%	Utilizing the department’s Service-Now IT Service Management solution, the incumbent will actively participate in the resolution of support requests primarily focused upon, but not limited to, the department’s various cloud-based applications.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office environment		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-remote centered.		
SPECIAL REQUIREMENTS:		
Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
Bhupinder Kaur		
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE