

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Lead Low/No Code Solution Architect	
		Division and/or Subdivision Research, Development, and Innovation	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Specialist II	
		Position Number 541-026-1414-002	
		Effective Date October 2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p> Under the general direction of the Chief – Information Technology Services (ITS) Project Management Office (PMO), Web UX, and Power Automate the incumbent serves as a Lead Low/No Code Solution Architect. Duties include but are not limited to the following: </p> <p> Business Analysis and Project Delivery </p> <p> *Analyze program needs and technical challenges, identifying suitable solutions that may include in-house low-code development, business process re-engineering, new software solutions, or a combination of these approaches. *Conduct and lead workshops, design sessions, meetings to gather and document comprehensive requirements from stakeholders. *Develop key project deliverables such as high level and detailed design documentation, stakeholder management plans and requirements traceability matrices. *Collaborate with program staff and assist with eliciting requirements for new technology projects and solutions. Use wireframes, low-code prototypes, diagrams, use cases, user stories, personas and other tools and techniques to effectively capture program business needs. *Analyze as-is program business processes and workflows and identify areas for improvement. *Assist the PMO with initial project intake, ensuring the needs of the program are accurately represented during the intake phase; assist with matching needs to possible solutions. *Analyze program assets including data, reports/dashboards, existing Information Technology (IT) solutions, forms, policy manuals and other documentation and identify areas for modernization, consolidation, and other improvements including lessons learned. *Serve as a senior communication liaison between the non-technical program staff, IT project manager(s) and application developers, ensuring clear translation of business requirements into technical tasks and vice-versa. *Collaborate with the Quality Assurance team during testing phase to ensure test scenarios, scripts, and execution meet project requirements and initial program business needs. *Lead Change Management and training initiatives for projects to ensure user adoption and overall project success. *Coordinate project tasks, maintain project schedules, track deliverables, capture risks and issues for assessment, establish Key Performance Indicators (KPI), conduct status meetings, and document action items and meeting minutes. </p> <p> <small>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</small> </p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature		_____ Date	
_____ Supervisor Signature		_____ Date	
Personnel use only			
<input type="checkbox"/> Posted to Directory		_____ Initials and date	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

45%

Low/No Code Solution Development

*Develop prototypes and working solutions in Power Platform including Canvas Apps, Model Driven App, and Power Automate. *Develop prototypes and solutions utilizing and integrating with Microsoft Office where required – such as Teams, Outlook and SharePoint. *Create dataflows, reports and dashboards in Power BI and ensure their data accuracy, integrity, and accessibility. *Design, implement, and maintain advanced Power BI dashboards and reports, transforming raw data into actionable insights for stakeholders. *Develop complex data models, incorporating various data sources, and apply advanced DAX calculations to support strategic business decisions. *Integrate Power BI with other platforms and automate data refreshes to provide up-to-date analytics and enhance real-time decision-making. *Collaborate with technical developers on API integration with external systems. *Identify where more technical solutions may be required (such as Python/JavaScript scripts or serverless applications) to supplement No/Low Code development, and work with developers to implement these solutions. *Collaborate with Geographic Information Systems (GIS) architects and Office 365 administrators for additional integrations and requirements. *Provide training, enablement and knowledge transfer of Low/No Code solutions developed to program staff.

5%

Miscellaneous Duties

*Perform System/Application Troubleshooting. Perform other job-related duties as required by management.

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Job qualifications and/or conditions of employment: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Some travel (5%) may be required.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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Posted to Directory

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