

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27556	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Custom Application Solutions (CAS)	REPORTING LOCATION 707 3rd Street, Third Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00 a.m.-5:00 p.m.	POSITION NUMBER 306-072-1402-123	CBID R01
CLASS TITLE Information Technology Specialist I	WORKING TITLE .Net Developer	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Information Technology (IT) Supervisor II, the IT Specialist I in the Department of General Services, Enterprise Technology solutions in the Custom Application Solutions section, within the Software Engineering domain, will participate in all phases of the Software Development Life Cycle and be responsible for completion of software and documentation deliverables.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Designs, develops, secures, tests, and maintains custom software solutions by incorporating modern development standards, best practices, and frameworks, utilizing C#, .NET Framework, ASP.NET, RESTful AP Is, HTML 5, CSS, Bootstrap, Angular, Java-script, jQuery, JSON, Typescript, MVC, WebAPI, UI / UX, Visual Studio, MS SQL Server, Containerization, MicroServices Architecture, Azure Kubernetes Services, Power BI, SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), ETL, and Azure DevOps in order to meet department and customer requirements and expectations, with regards to efficiency and effectiveness, and to ensure a secure reliable technology environment, adhering to DGS standards and policies.
25%	Evaluates enterprise-level software solutions and upgrades by researching, performing feasibility studies and cost based analysis on emerging technologies utilizing Research and Microsoft Project tools in order to report findings and make recommendations to ETS management based on operational and financial viability, to ensure DGS business processes and integration of application data are improved program wide.
15%	Collaborates with other Software Developers, Architects, Testers, Analysts, and Business Partners in order to build stronger technical foundations, resolve application defects, and impediments during ETS project planning, to ensure all project deliverables and deadlines are met utilizing Azure DevOps, Visio, and Agile methodologies.
15%	Creates and maintains project management plans, schedules, status reports, user stories, and

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	incident logs using project management software and application tools , templates, and best practices in order to inform executive management, project sponsors, and the development teams of project updates and milestones to ensure successful completion and implementation of complex development efforts.
10%	Evaluates, assesses, and remediates identified accessibility issues by reviewing application accessibility and updating source code to ensure compliance with State and Federal legislation for information technology assets utilizing guidelines and recommendations as defined in Level Double-A Conformance of the W3C Web Content Accessibility Guidelines 2.0 and above.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Uses Industry best practices for Application Management and IT Governance, as well as Change and Risk Release Management methodologies in order to meet the mission of the organization utilizing IT industry trends and state regulations (e.g. SAM, SIMM, ANSI) to ensure continuous service improvements to ETS processes.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED