

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27559	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Central Test Team	REPORTING LOCATION 707 Third Street, 3rd Floor, West Sacramento CA, 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday/8:00am - 5:00pm	POSITION NUMBER 306-072-1402-072	CBID R01
CLASS TITLE Information Technology Specialist I	WORKING TITLE Software Test Analyst	
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 within the Business Technology Management domain, acts as project test leader on complex IT systems, resolves IT system problems, and independently performs analysis and activities on IT systems and/or teleprocessing networks/systems.

**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
35%	Leads, develops, and executes automation test plan for complex IT projects utilizing ETS hybrid agile and waterfall methodologies in order to provide quality assurance services in developing and maintaining effective automation test scripts, test data and test metric reports by analyzing user stories, functional, design, and requirement specifications including identification and reverification of automation bugs to ensure delivery of the highest quality software utilizing tools such as automation testing tool with programming language, automation testing best practices, and ETS defect management processes.
20%	Collaborates with DevOp team including lower-level staff by attending meetings in order to identify effective automation opportunities, and business and technical requirements for proposed system modifications, and technology requirements, to ensure high quality delivery of maintenance and operation software enhancements, utilizing tools such as MS Teams, automation testing tool, Azure DevOps, ServiceNow, ETS automation testing best practice and ETS best practices.
20%	Leads, develops, and executes manual test plan for complex projects in order to develop and maintain effective manual test scripts and test metric reports by analyzing user stories, functional, design, and requirement specifications including identification, and reverification of bugs, and to ensure project deliverables are on time, within budget and at the required level of quality, utilizing tools such as Azure DevOps, ServiceNow, OnePlan, Excel, MS Words, SharePoint, Central Test Team's (CTT) best practices and defect management process.
10%	Serve as the automation subject matter expert by participating in the development,

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	implementation, documentation, and continuous improvement of ETS test automation framework in order to provide expert automation consultation and support to project teams, and to ensure compliance with best practices, industry standards, principles, methods, and techniques, utilizing tools including but not limited to Azure DevOps, Visual Studio, SharePoint, alternative analysis spreadsheets, industry standard automation best practices and patterns.
10%	Acts as the tool administrator for CTT testing tools (i.e. CTT best practice SharePoint site, automation testing tool, automation accessibility tool, internal html accessibility training site) by developing and sustaining cooperative working relationships with test and project team, and users, in order to provide support, maintain desk references, and educate CTT and ETS staff, and to ensure continuity and delivery of the highest quality software while adhering to best practices and standard IT operating procedures.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Reviews current IT system literature and participates in educational programs by attending professional organizational training, webinars and workshops in order to remain abreast of changes in industry practices and emerging technology trends to ensure that customers are served with the highest quality software.

**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