

PROPOSED

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Information Services IT Operations Branch Application Delivery Section eServices Development Group	
Position Number 441-175-1402-XXX	Location Sacramento	Telework Option Hybrid
Classification Information Technology Specialist I	Working Title Software Engineer	

General Description <p>The incumbent serves as a technical lead within the eServices Development Group (eSDG), Information Technology Operations Branch (ITOB). The incumbent will be part of a highly skilled technical team that delivers enterprise IT solutions which supports and enhances the Department of Health Care Access and Information's (HCAI) core services. The incumbent is expected to be highly motivated and capable of working within a fast-paced IT environment. The incumbent will be expected to learn quickly, adjust to changing circumstances, communicate effectively to staff and management, and provide valuable customer service.</p> <p>The incumbent serves as an application developer throughout the software development lifecycle. The incumbent leads technical teams through design, testing, implementation, and support of HCAI's most complex system architectures and electronic information processing systems. These systems are typically multi-tiered, object-oriented, web-based applications. The incumbent researches and evaluates emerging technologies, providing detailed analysis and proposals for possible enhancements and optimization improvements.</p> <p>Under direction, incumbents may perform a wide variety of tasks requiring regular, innovative problem solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas and involves planning, developing and implementing technological solutions that are essential to the missions of the overall organization or affect large numbers of people on a long-term or continuous basis in the Software Engineering or System Engineering domains.</p>	
Supervision Received	Under direction, incumbent reports to the Information Technology Supervisor II, Enterprise Platforms Group.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

PROPOSED

Job Duties

E = Essential, M = Marginal

40%	E	Application Development and Support <ul style="list-style-type: none">• Develop and support IT solutions built on enterprise off-the-shelf platforms.• Troubleshoot and resolve issues impacting business applications.• Utilize client/server-side programming languages such as JavaScript, CSS/HTML, Ruby, Python, C#, and PHP to achieve desired system functionality.• Utilize data serialization formats such as XML and JSON.• Develop SQL queries, stored procedures, triggers, functions, and oversee various database table administration functions.• Maintain system functionality across web frontend, application, and database layers.• Propose and implement enhancements that optimize system performance.• Propose and implement enhancements that improve user experience (UX) based on user-centered design best practices.
40%	E	Technical Leadership <ul style="list-style-type: none">• Oversee design, development, and implementation of new IT solutions.• Translate complex business requirements into technical specifications.• Monitor and ensure the implementation of required security measures and controls.• Coordinate development activities with in-house technical specialists and external consultants.• Provide technical guidance to team members that improves technical proficiency and performance.
15%	E	Technology Analysis and Consulting <ul style="list-style-type: none">• Develop migration strategies for legacy systems to modern technology platforms.• Evaluate new and emerging technologies that may enhance system performance or improve processes.• Recommend opensource tools and platforms that can satisfy unique business requirements.• Provide consultation to management, project teams, and IT specialists on complex application problems, technology implementations, and application development efforts.
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

PROPOSED

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date