

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – INFORMATION TECHNOLOGY

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Enterprise Information Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-501-1414-004			
DIVISION / UNIT Business Information Solutions		CLASSIFICATION TITLE Information Technology Specialist II			
		WORKING TITLE Lead Application Developer			
		TIME BASE / TENURE Full-Time/ Permanent	CBID R01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Birkmont Drive, Rancho Cordova		INCUMBENT		EFFECTIVE DATE 12/16/2024	

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

CALIFORNIA MODEL

California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

CDCR and CCHCS are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology (IT) services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support.

GENERAL STATEMENT

Under general direction of the Information Technology Manager I, incumbent holds responsibility for application development and the associated software development lifecycle. This includes leading the architecture, design and development of complex software applications, project management, managing code repositories and coach colleagues on use of DevOps tooling and best practices, managing cloud environment for applications, and providing expert level support to junior developers for critical application issues and incidents. Supports enterprise application development efforts, which may include planning, analysis, design, technical documentation, testing, deployment, business user training, and troubleshooting. The Lead Application Developer will act as the subject matter expert and architect for application development, modernization, and cloud migration projects.

Work schedule for this position: Monday – Friday, 8:00 A.M. – 5:00 P.M.

INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS

	Business Technology Management		Client Services		Information Security Engineering
X	Information Technology Project Management	X	Software Engineering	X	System Engineering

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	<p>Software Development, Quality Assurance, Software Delivery</p> <p>Software Development</p> <ul style="list-style-type: none"> • Design, develop, and maintain software applications and systems. • Write, test, and debug code to ensure applications are functional and free of defects. • Collaborate with cross-functional teams to gather and analyze requirements. • Implement best coding practices and design patterns. • Utilize programming languages, databases, frameworks, and tools as per project requirements. • Engage in pair programming sessions as required. • Integrate third-party systems and services into new or existing applications. • Ensure that the applications comply with security policies and regulations. <p>Quality Assurance</p> <ul style="list-style-type: none"> • Create and execute test plans and test cases to verify application functionality. • Perform unit testing, integration testing, and user acceptance testing. • Identify and report bugs and work with the development team to resolve them. • Implement and maintain automated testing processes to improve software quality <p>Software Delivery</p> <ul style="list-style-type: none"> • Automate the build, test, and deployment processes to accelerate software delivery of assigned applications. • Ensure that code changes are integrated into the main codebase frequently and reliably. • Monitor and troubleshoot pipeline failures to maintain a streamlined development workflow. • Write and maintain infrastructure code (e.g., using tools like Serverless framework, Azure Resource Manager Templates, Azure Bicep templates, etc.) to provision and manage application infrastructure resources. • Ensure that application infrastructure is consistent and reproducible across environments. • Instrument code to generate logs and metrics for application performance monitoring. • Collaborate and set up monitoring and alerting systems. • Respond to and investigate incidents based on monitoring alerts
30%	<p>Software Lead</p> <ul style="list-style-type: none"> • Lead the architecture, design and development of complex software applications. • Participate in project planning and estimation activities. • Manage project timelines, scope, and resources to ensure successful delivery. • Mentor and provide guidance to junior developers on best coding practices and design patterns. • Develop and implement comprehensive testing strategies, including unit testing and integration testing. • Evaluate and select third-party tools or software components. • Manage code repositories and coach colleagues on use of DevOps tooling and best practices. • Coordinates pull requests and ensure that code changes are integrated into the main codebase frequently and reliably. • Lead the implementation of CI/CD pipelines to automate the build and deployment process. • Integrates code quality and inspection tools in the software delivery process and reports on security compliance with CISO/Cybersecurity. • Act as a scrum master or project manager for Agile development teams, if required. • Develop and implement strategies for proactive monitoring and issue prevention.

10%	<ul style="list-style-type: none"> • Provide expert-level support for critical application issues and incidents. • Lead efforts to troubleshoot and resolve complex production issues. • Manage cloud environment for applications. • Foster a culture of collaboration by sharing knowledge and best practices with team members. <p>Documentation and Collaboration</p> <ul style="list-style-type: none"> • Document code, system architecture, development processes, etc. • Maintain up to date documentation related to application configurations, troubleshooting procedures, and known issues. • Collaborate with team members, including designers, project managers, and testers. • Participate in code/peer reviews to ensure code quality and knowledge sharing. • Provide technical support and guidance to other team members. • Participate in technology recovery drills and exercises.
10%	<p>Planning and Reporting</p> <ul style="list-style-type: none"> • Develop and provide updates to project management work plans and schedules. • Establish and track tasks, priorities, dependencies, status and completion dates. • Participate in or lead daily stand-up meetings as required. • Report progress on projects and activities in meetings and provide regular written status reports. • Communicate effectively and develop and sustain cooperative working relationships with internal and external business partners.
5%	<p>Research and Innovation</p> <ul style="list-style-type: none"> • Stay up to date with industry trends, emerging technologies, and best practices. • Research and evaluate new tools, frameworks, and technologies for potential adoption. • Propose innovative solutions to enhance application performance, security, and user Experience • Keep current with Information Technology trends and products, CDCR Client/Server applications, network configurations, procedures and roles and State directives.
5%	<p>Administrative</p> <ul style="list-style-type: none"> • Adhere to Department policies, rules and procedures. • Submit administrative requests including leave, travel, and training in a timely and appropriate manner. • Accurately report time and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.
- PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: Travel to institutions and after-hours support of technical systems may be required due to operational need.

CONSEQUENCE OF ERROR

The consequence of error at the Specialist II level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, and loss of business continuity. Consequences also include error in making decisions or giving advice that would have a serious detrimental effect on the operating efficiency of the undertaking or function.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE