DUTY STATEMENT

Employee Name:	Position Number: **580-151-1414-041**
Classification: Information Technology Specialist II (Software Engineering)	Tenure/Time Base: Permanent / Full Time
Working Title: Lead Application Developer	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Application Development and Support Branch / CHCQ Support Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Confidential - Low

Under general direction of the Information Technology Manager (ITM) I, Chief, CHCQ Support Section, the Information Technology Specialist (ITS) II works as the development team lead on the most complex projects, working both independently and collaboratively within one or more project teams. As the Lead Application Developer, the ITS II functions as the technical subject matter expert, responsible for some of CDPH's most visible and mission critical application and database systems.

The ITS II handles the most complex departmental enterprise Management Information Systems (MIS) migration, application systems migration, enhancement, upgrade, maintenance, and replacement projects, while providing expert consultation to other CDPH units as directed.

The ITS II performs duties in the Software Engineering, System Engineering, and Information Security Engineering domains.

Special Requirements

☐ Conflict of Interest (COI)

☐ Background Check and/or Fingerprinting Clearance

☐ Medical Clearance

☐ Travel:

☐ Bilingual: Pass a State written and/or verbal proficiency exam in

☐ License/Certification:

☒ Other: Occasional work after-hours and weekends; Occasional carry of a state issued smartphone mobile device.

Essential Functions (including percentage of time)

25% Responsible and accountable for CDPH's most critical and visible statewide application and server M&O and enhancement projects that are hosted in the CDPH Azure Cloud Tenant, CDPH Tenant Managed Service Premium (TMS-P) and the OTech Managed Cloud Service (MCS) datacenters. As the Lead Application Developer, provides full maintenance and operation (M&O) and product life cycle support over existing MIS Systems, platforms, services, technologies, and tools which include Red Hat Enterprise Linux (RHEL), Windows Servers on VM, IIS, Certificates, System Administration, Secure FTP, Firewalls, n-tier Application Architecture, Web Services, Application Health Checks, .NET Framework, DNS, Active Directory, Failover, Clustering, System Logs, Service Accounts, Performance Monitoring, Oracle, SQL Server, SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), Tableau Dashboards, LMS 365, Robotic Process Automation, Mobile Applications, Power BI, Power App, E-storage, Document Management, SharePoint and Data Warehouse.

Serves as the technical subject matter expert to analyze, plan, design, develop, document, execute and implement, perform QA, test, validate, confirm, monitor, troubleshoot and resolve technical issues, and maintain MIS migration and upgrade strategies and plans, application and database design architectures, schemas, Entity Relationship Diagrams (ERD), server and network security firewalls, system and database backups, recovery, and restore, clustering, mirroring, replication, role based permissions, and windows services and accounts.

25%   Maintains expert working knowledge of industry technologies, best practices, and trends; makes recommendations to management on the adoption of new tools, platforms, processes, and procedures to improve operational efficiencies. Designs, configures, and manages standards of requirements for project plans for information technology projects, while ensuring adherence to budget, schedule, and scope. Reviews software architecture and makes recommendations regarding technical and operational feasibility. Conducts security analyses, and reports statuses to leadership; performs risk assessments and recommends information technology solutions on CDPH information security processes; analyzes incident-related data and determines the appropriate response; develops implementation plans including cost-benefit or return on investments. Writes technical documentation/end user training of complex systems, processes, and procedures with sufficient detail to enable other technical staff to support and maintain systems. Provides high-level technical expertise, leadership, communication, and mentoring support to project team members, technical staff, vendor consultants, and program customers aligning with technological modernization strategies in support of CDPH programs.

20%   Leads and collaborates with vendors, consultants, and internal and external state technical support staff to migrate, upgrade, and configure system functionality to newer supported versions of technologies and platforms while minimizing the impact to the business community. Develops and presents staff, management and CDPH business partners end-to-end detailed project work plans, diagrams, and documentation during these migration and conversion projects. Ensures that enterprise tools, applications, and programs used in conjunction with these environments remain current and supported. Identifies, researches, and recommends replacement solutions as necessary. Identifies resource requirements, including staff hours and equipment, and negotiates for these resources and schedules. Attends and actively participates in meetings, and project discussions.

15%   Reviews and provides technical subject matter expert consultation and input on Request for Offer (RFO), Request for Proposal (RFP), Request for Information (RFI), application design concepts and assess for impact to systems and business areas. Develops an in-depth understanding of the relationship of their technical specialization and project responsibilities to the work as a whole and impact to program stakeholders. Ensures that management, program partners, and help desk personnel are kept informed with periodic updates on status of resolution. Provides presentations of findings and alternative solutions to staff and management.

10%   Performs research and analysis of current and emerging server and network security requirements, controls access to systems, maintain system security, using Information Security Best Practices, automated tools, the State Administrative Manual, and Information Security Policy. Ensures CDPH application systems meet department and OTech security standards and requirements.

Maintains full inventory of application servers, IP's, firewall ports of all environments which shall include sandbox, development, system test, acceptance test, production, and training regions. Plans, organizes, guides, and completes activities involved in application development, enhancement, and project support. Functions as a lead to State staff and consultants at various stages of the software development lifecycle. Works with all levels of impacted staff (e.g. public, participants, vendors, county, state, agencies, federal) and act as a liaison between non-technical program staff and information technology stakeholders.

Marginal Functions (including percentage of time)

5%   Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: D.S.
Date: 2/10/25