

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 01/16/2025
Classification: IT Specialist II	Position #:673-860-1414-024
Division/Office: Office of Information Services	CBID: R01
Section: Application Development Unit	
Supervisor Name: John Moua	Supervisor Classification: IT Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- X Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

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### MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Systems Development and Support Branch (SDSB) is responsible for the development and ongoing support of IT solutions to CARB's complex business, scientific, and engineering program needs. The Branch implements solutions, and supports ongoing operations, maintenance, and hosting services necessary to sustain CARB business applications and systems through their business life.

Within SDBS, the Application Development Unit (ADU) develops, implements, and maintains many of CARB's most complex applications and systems. These systems capture, process, report, and manage collected air quality data. They also register and track the performance of regulated parties whose businesses affect air quality. Unit staff analyze business requirements, develop and test applications, and integrate database systems with data acquisition, data retrieval, data analysis, and data presentation programs. Unit staff maintain and enhance implemented applications and databases, and train application owners and end users.

### CONCEPT OF POSITION:

Under general direction of the Information Technology Manager II, the Information Technology Specialist II (ITS II) provides technical expertise to develop and support a complex CARB business application. The ITS II will incorporate ever-changing business rules and various quantification methods, additional grant solicitations, awards, and disbursements using computer programming of information technology systems for the effective implementation of various incentive programs.

In collaboration with project managers, business owners, subject matter experts, and co-developers (state and contracted), the ITS II works on a variety of information technology (IT) activities that span the full software development lifecycle. The ITS II's professionalism and software expertise leads to superior customer satisfaction and delivers products and services that meet or exceed the customer's expectations.

The incumbent must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining constructive professional relationships with management, customers, peers and vendors. The incumbent maintains and processes confidential personnel data.

### INFORMATION TECHNOLOGY DOMAINS:

- Business Technology Management
- Information Security Engineering

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- IT Project Management
- Software Engineering
- Client Services
- System Engineering

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% (E)	<p>[Application Development]</p> <p>Serve as IT application lead programmer on a new system development effort that supports incentive programs such as Community Air Protection, Clean Air Reporting Log, etc. As a member of a team of Scientists, Engineers, and IT contractors, the ITS II applies skills to design, analyze and implement technologies for air quality and climate-related efforts. The incumbent will demonstrate high-level technical expertise to design and code "complex" software solutions. These solutions include, but are not limited to enterprise-level, web-based software applications and relational databases for software development in cloud environments. The ITS II will perform and document code review and identify and address issues as they arise while performing code enhancements and bringing the software solution into production. Troubleshoots, resolves, and tests all defects and issues during the maintenance and operations phase. The lead programmer will ensure security controls are met throughout the lifecycle for all IT assets.</p>
25% (E)	<p>[Data and Reporting]</p> <p>Provides production database administration support on assigned systems. Leads the technical aspects of database development projects and ensures critical business functions are addressed and completed. Coordinates with technical and user project managers to review development and maintenance components of project plans with an emphasis on the database requirements and sizing. Assists in the ongoing development and process improvement of technical best practices for data movement, data quality, data cleansing, and ETL related activities. Analyzes the SQL database infrastructure and services availability, performance, operations, and problem tickets, and alerts and informs the appropriate personnel to take actions promptly. Analyzes database system performance and identifies areas of improvement. Effectively document and update software</p>

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	design/architecture, application code, database schema, data dictionary, and screen mockup.
25% (E)	<p>[Program Analysis and Testing] Perform and lead system testing and write system user guides for use by CARB and Air District staff and others that must comply with program criteria to receive funding. Establish processes and procedures in support of using Development and Test environments. Support district and ARB evaluation of projects, localized tracking of emission reductions and associated projects, and reporting capabilities for air districts and CARB. Perform analysis, interpret regulations, and support a data management system for various regulatory- driven incentive funding programs and projects. Translate business requirements into design documents such as context diagrams, logical diagrams, case, data flow diagrams or other business analysis documents.</p>
10% (M)	<p>[Maintenance and Enhancements] Assist with maintenance and enhancements of existing systems. [Training &amp; Other] Upon receiving training/education, train other IT staff informally and/or formally in accordance with "Train-the-Trainer" or "On-the-Job" training models. Train users in how to use new software solutions. Other duties as required.</p>