

DUTY STATEMENT

Employee Name:	Position Number: 580-151-1414-909
Classification: Information Technology Specialist II (Software Engineering)	Tenure/Time Base: Permanent/ Full Time
Working Title: Lead ADABAS/Mainframe & 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 Technology and Support Branch/ Public Health Applications and Technology 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.

Under general direction of the Information Technology Manager (ITM) I, Chief, Public Health Applications and Technology Section (PHATS), the Information Technology Specialist (ITS) II serves as lead/senior applications and database developer and administrator, supports information (IT) technology systems, applications and database, on-premises and managed cloud solutions. The ITS II is responsible for planning, designing, developing, implementing, and supporting solution architectures for existing and new or upgraded applications and databases, networking, data integrity and information security. The ITS II acts independently in a highly complex technical specialist position and leads IT projects and research. The ITS II maintains working knowledge of various industry trends and technology solutions.

The ITS II proactively learns new concepts, understands system-to-system relationships and interfaces, and maintains cooperative working relationships with business partners and the development team to identify goals and objectives. The ITS II possesses strong organizational, analytical, and verbal/written communication skills; works both independently and in a team environment; participates in meetings, documentations, and provides status reports; and completes work assignments in an effective, accurate, and timely manner. The ITS II keeps up with current and industry trends, standards and practices related to systems development.

The ITS II ensures application architecture and enterprise-wide shared on-premise and cloud application services align with the CDPH standards and vision by designing technology solutions that enable the Department's ability to make key service decisions that are backed by data and are focused on public health outcomes, while ensuring the most complex/critical information interoperability is established between other CDPH programs, state departments, Federal programs, and external vendor Software as a Service (SaaS) service and in-cloud platform providers.

The ITS II performs duties within the Software Engineering, Systems Engineering, and Business Technology Management domains.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Occasional (less than 5%) to CDPH remote offices.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: Occasionally work after-hours and weekend to support critical production processes / implementations. Occasionally will carry a state issued smartphone mobile device.

Essential Functions (including percentage of time)

- 35% Serves as the technical lead for application/systems modernization, transitioning from legacy mainframe applications to cloud solutions. Understands and participates in different phases of the SDLC. Manages mainframe source code, objects, and object utilization. Leads upgrade efforts ensuring seamless transitions. Collaborates with vendors, state staff, external stakeholders, and leadership to support current legacy applications and upgrade efforts. Troubleshoots, resolves production issues, and provides continuous support to customers.

Understands and works with business rules, application complexity, Natural programming language, Adabas and SQL databases, COBOL, .Net development framework and assembler programs. Manages Natural code across different libraries and functions. Ensures compliance with technical and state security requirements. Validates the conversion from Natural to C# and validates Adabas data structures migrated to SQL servers. Leads and supports the online system to administer cost and billing for the enterprise, utilizing a combination of a graphical user interface for employees to submit timesheet data and integrates with mainframe. Provides continuous MVP (Minimum Viable Product) enhancement support for applications.

- 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; and 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.
- 25% Leads the migration of data from legacy mainframe systems to cloud solutions. Implements and deploys new solutions and upgrades systems. Performs system testing, validation, and supports User Acceptance Testing (UAT). Performs ongoing maintenance and operations work, technical troubleshooting, and incident management. Conducts post-incident root cause analysis and documents resolution. Ensures that management, program partners, help desk personnel, and internal and external stakeholders are kept informed with periodic updates on the status of resolution. Performs ongoing maintenance and operation (M&O) work using the Branch's suite of technology tools, platforms, and programming languages (e.g. SQL, Azure platform, Windows Server, Visual Studio, ASP.NET, C#, Python, JavaScripts, PowerShell, Kusto SQL).
- 10% Writes technical documentation and 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. Fixes system discrepancies during the testing period between vendors, stakeholders, and management. Assesses maintenance and upgrade readiness; conducts routine maintenance including, but not limited to, server performance monitoring and fine-tuning, security patches, hot fixes, backup, and disaster recovery testing.

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: 3/5/25