

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-151-1402-070</b>
Classification: Information Technology Specialist I (Software Engineering)	Tenure/Time Base: Permanent / Full Time
Working Title: Lead - IT Application Development Specialist	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 Services Branch/ Public Health Applications and Technology Section/ Public Health Business Application and Support Unit

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.

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**Competencies**


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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](#).

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**Job Summary**


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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 direction of the Information Technology Supervisor (IT Sup) II, Chief, Public Health Business Application and Support Unit (PHBASU), the Information Technology Specialist (ITS) I applies, develops, and implements information technology (IT) solutions for CDPH system problems to achieve desired results. The ITS I has responsibility related to the software development lifecycle (SDLC) and IT project priorities in multi-platform environments and makes recommendations based on the evaluation of software products and programming languages for their applicability to the systems and projects.

The ITS I utilizes skills and knowledgebase of development and support using Adabas and the Natural and COBOL programming languages to help solve business process and enterprise integration issues for CDPH program customers. Activities include overseeing daily production operations and the installation, maintenance, and troubleshooting of Natural/Adabas and COBOL programs, and JCL scripting in support of CDPH enterprise applications. The ITS I supports systems and tools on various platforms as needed.

The ITS I oversees and directs application development and upgrade/migration activities related to the CDPH web and cloud-based enterprise applications and systems hosted on the CDPH Azure tenant. The ITS I acts as a project leader on complex applications and/or on complex IT system problems. Identifies the causes of production problems and assists the IT Sup II in leading the planning and implementation of appropriate technical solutions to production problems. The ITS I maintains regular and frequent communication with programs, customers, and other IT professionals, and performs other duties as assigned. Occasional travel is required to CDPH remote offices.

The ITS I performs duties within the Software Engineering and Business Technology Management domains.

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### Special Requirements

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- 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: Occasional work after-hours and weekends to support critical online production processes.

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### Essential Functions (including percentage of time)

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- 25% Develops and implements system plans, schedules, prioritization of all production, and project-related IT-business activities. Works independently to perform tasks during the SDLC, including, but not limited to, systems analysis, design, programming, integration, unit/system/functional/regression testing, deployment, administration, technical support, and disaster recovery and production maintenance. Leads design and development efforts for new

applications and upgrades to existing applications, ensuring a seamless transition. 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, 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% Performs studies and research analysis related to technology projects; provides IT consultation in support of business programs; coordinates and consults with users, administrators, and engineers to identify business and technical requirements; develops and sustains cooperative working relationships with project stakeholders; identifies infrastructure system requirements and recommends technology standards and methods to support organizational needs. Conducts research and performs analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoots, tracks, and conducts root cause analysis of system/database/operational issues. Acts in a leadership role and demonstrates technical versatility for lower-level staff aligning with technological modernization strategies in support of CDPH programs.
- 20% Develops solutions for, and prioritizes system problems and enhancements, in direct response to customer requests for system changes. Automates and resolves issues with business workflows and processes. Works extensively with program managers and staff to develop formal change requests and recommends alternative solutions to business problems. Develops and maintains skills for a variety of programming languages, software, and platforms such as for the .NET Framework, C#, JavaScript, PowerApps, CSS, SharePoint; PowerShell, Python, JCL, batch processing, and SQL queries as well as operating systems such as: Windows, Linux, and Windows Server. Continues to learn newly enhanced software features related to the Microsoft Power Platform framework. Utilizing department and industry best practices, identifies solutions to complex programming problems.
- 15% Participates in the procurement of IT application products and services. Participates in developing vendor requirements and evaluating vendor proposals (e.g., RFPs, SOWs, POCs, demos, etc.). Independently coordinates and communicates with IT staff, vendors and external entities to evaluate products and services offered and ensures conformity with departmental methods, standards and best practices.
- 10% Develops high level workplans and technical specifications; identifies and negotiates on behalf of resources, schedules and priorities. Communicates effectively, both orally and in writing, with peers, clients, and customers at all levels. Keeps management and staff informed of project statuses.

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### **Marginal Functions (including percentage of time)**

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- 5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions

I have read and understand the duties and requirements listed above and am able to

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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