

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Technology Services Division			
<b>Position No / Agency-Unit-Class-Serial</b> 461-120-1414-007		<b>Unit</b> Hospital and Business Applications Section			
<b>Class Title</b> Information Technology Specialist II (Working Title: Sr. Software Application Developer)		<b>Location</b> DSH--Sacramento			
<b>Subject to Conflict of Interest</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID R01</b>	<b>Work Week Group: E</b>	<b>Pay Differential</b>	<b>Other</b>
<p><b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under general direction of the Hospital and Business Applications (HBA) Chief, Information Technology Manager I (ITM I), and with guidance from the Enterprise Architecture team, the Information Technology Specialist II (ITS II) is responsible for solution engineering with an emphasis on enterprise application architecture, integration, and interdisciplinary coordination.</p> <p>As a Senior Software Application Developer, the ITS II is responsible for research, evaluation, testing, recommendation, and implementation of new technologies, processes, and techniques, independently and with other staff in a lead capacity, to continuously improve Enterprise Application and Data Services Branch(EADSB), Technology Services Division (TSD), and Department of State Hospitals (DSH) systems and operations. The ITS II develops, maintains, and utilizes expertise in software and data system design, architecture, development, and processes to implement and support the most complex projects and initiatives.</p> <p>The primary duties of the IT Specialist II lie within, <b>Software Engineering</b> and <b>Systems Engineering</b> domains of the IT Specialist II classification.</p>					
<b>% of time performing duties</b>	<b>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; percentage must total 100%. (Use additional sheet if necessary.)</b>				
45%	<p><b>Software Development</b> The IT Specialist II leads and participates in software development projects in one or all the following:</p> <ul style="list-style-type: none"> <li>• Performs testing, implementation, deployment, configuration, operation, and maintenance of software and data systems across the enterprise.</li> <li>• Designs software systems based on a wholistic view of user stories and requirements gathered by Business Analysts and/or Product Owners. Performs research, user-centric design, and requirements clarification, in collaboration with the Business Analysts, Product Owners, business users, EADSB and TSD staff, and other parties as appropriate.</li> <li>• Works on software and data system architecture with DSH Enterprise Architects.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Develops software using C# and related full-stack development technologies and other languages, tools, and technologies as necessary.</li> <li>• Writes and runs tests of all types or performs formal verifications, when applicable, for existing and new software systems.</li> <li>• Reviews code, pull requests, and software system proposals for EADSB staff.</li> <li>• Uses collaborative development tools to manage code, tasks, and other aspects of development in a team environment.</li> <li>• Performs root-cause analysis of software and data system issues, errors, bugs, and inaccuracies and recommends, implements, tests, and documents corrective actions as needed.</li> <li>• Uses the EADSB software development lifecycle process to accomplish project goals and outcomes. Leads other project staff in performing applicable lifecycle activities.</li> <li>• Responsible for development, troubleshooting, analysis, and data integration using (SQL or other data repository systems and services) as necessary. Designs, implements, and maintains data models used in software systems.</li> </ul>
30%	<p>In alignment with trends, standards, best practices, policies, regulations, and statutes for the State of California, DSH, and other relevant sources, the IT Specialist II collaboratively designs, develops, establishes, monitors, and ensures ongoing adherence to:</p> <ul style="list-style-type: none"> <li>• Software and database development standards, practices, and other guidelines.</li> <li>• Technology stacks, toolchains, and other technical components that enable EADSB' work.</li> <li>• The EADSB software development lifecycle.</li> </ul> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Creates and maintains proper, useful, and complete documentation for EADSB systems and projects. Facilitates and leads other EADSB staff in performing those same documentation activities.</li> <li>• Recommends, when appropriate, documentation improvements to other TSD and DSH areas.</li> </ul> <p><b>Leadership</b></p> <p>As a member of the Enterprise Application and Data Services Branch (EADSB) team and subject matter expert, the IT Specialist II:</p> <ul style="list-style-type: none"> <li>• Works with peers, managers, business partners, and other stakeholders, to perform the full range of gap analysis activities and develop implementation roadmaps to support EADSB, TSD, and DSH strategic plans and initiatives.</li> <li>• Leads initiatives with peers, managers, and stakeholders, or individually, to continuously improve the quality, consistency, and sustainability of software and data systems throughout the enterprise.</li> <li>• Develops and demonstrates expertise in broad categories of DSH business processes.</li> </ul>

	<ul style="list-style-type: none"> <li>Exhibits strong leadership and expertise in coordinating team members, who may be IT Associates, IT Specialist Is, IT Specialist IIs, or other subject matter experts (SMEs), and aligning team activities to implement the most complex projects and initiatives to achieve EADSB, TSD, and DSH strategic priorities.</li> </ul>
20%	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>Consults with security experts to address vulnerabilities, mitigate risks, and design, implement, validate, and enforce security and integrity measures in software systems.</li> <li>Fosters best practices and a security-minded culture in EADSB that ensures software systems achieve business requirements while safeguarding Protected Health Information (PHI), Personally Identifiable Information (PII), and other critical types of data in accordance with applicable policies, regulations, and statutes.</li> </ul> <p><b>Professionalism</b></p> <p>As a member of the EADSB, the IT Specialist II:</p> <ul style="list-style-type: none"> <li>Works independently or in teams as a team lead or team member, as projects require.</li> <li>Clearly defines problems, assesses alternatives, and collaboratively reaches solutions to customers' satisfaction.</li> <li>Mentors, trains, and supports staff in best practices, platform usage, new technologies, software development techniques, and professional development.</li> <li>Takes initiative to train in professional and technical topics.</li> <li>Keeps apprised of the latest developments in information technology, particularly those applicable to software engineering.</li> <li>Builds collaborative, meaningful, and effective working relationships with team members, TSD staff, business partners, and DSH customers.</li> <li>Utilizes strong communication skills to work with a large variety of technical and non-technical peers, business customers, and other audiences with differing viewpoints on business requirements and priorities. Conveys complex technical topics in audience-appropriate language.</li> <li>Exhibits timeliness in addressing diverse technical and business matters.</li> </ul>
5%	<p><b>Other duties as required</b></p> <p>The IT Specialist II performs other work appropriate to the classification as required by management to support the business needs of DSH.</p>
Working Conditions	<p>This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice.</p>

	<p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities.</p> <p><b>If incumbent works at a hospital, this position requires clearances of Live Scan and Medical Evaluation prior to being hired.</b></p>
<p>Other Information</p>	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments.</p> <p>TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems. Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p><b><u>Statement of Economic Interests / Form 700 Requirements:</u></b>  The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the</p>

statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

**Ethics Training and Compliance:**

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date