

## DUTY STATEMENT

Employee Name:

Classification: Information Technology Associate (Software Engineering)	Position Number: 580-151-1401-904
Working Title: Software Engineering Tester	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Limited-Term/Full-Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Application Development and Support Branch/Health Administrative 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.

### 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 leveraging data and technology to advance services and ensure that core business areas are efficient, innovative, transparent, and customer-focused. This is done by maintaining continuous quality improvement through software testing.

The incumbent works under the general supervision of the Information Technology Supervisor II, the Information Technology Associate (ITA) works in a structured environment supporting the technology needs of a diverse and large department. The ITA will learn, understand and use the PegaRules Process Commander and the Pega Direct Capture of Objectives to successfully execute projects for the Department and its programs. The ITA is responsible for the testing of all applications developed on the Pega platform. This includes the development of test cases, test execution and the development and implementation of testing standards for all Pega development efforts. The ITA functions with special emphasis on supporting the PEGA development, test, staging and production environments and the applications and programs written on the PEGA platform. The ITA will be working within the Software Engineering information technology domain.

### 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:

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

- 35%** Plans, organizes, and analyzes Information Technology (IT) testing efforts for the CDPH Pega platform. Assists with conducting user acceptance, regression, in-sprint, and migration testing in all environments. Works with other testers to develop system test plans and schedules, security scans, user acceptance plans, test scripts, and customer sign off documents. Participates as a member of the testing team in both unit and user acceptance testing. Gathers and defines requirements for IT projects for all current and future PEGA development efforts. Provides updates to management and other staff regarding PEGA platform project status. Consults with program staff, stakeholders and systems users to discuss business and system requirements, and to provide guidance to other members of the PEGA team, as well as working with vendors to discuss existing or new technology. Coordinates and conducts meetings, records progress, and performs system testing.
- 30%** Collaborates with management, Application Development Support Branch (ABSB) staff, and stakeholders to improve business processes and support business strategies. Assess business feasibility, costs, and benefits of new PEGA development efforts. Collaborates on business opportunities to improve business processes and support critical business strategies. Assists with identifying and optimally defining process flows and user interfaces use cases and requirements during Direct Capture of Objectives (DCO) sessions. Works with the SharePoint team and SharePoint platform to develop and implement SharePoint projects in consultation with end-users and the PEGA development teams. Identifies and assists PEGA platform management team with the most sensitive, complex issues. Recommends PEGA technical solutions to meet the customer's needs.
- 25%** Communicates with customers, service providers, and ITSD management teams via in-person discussions and meetings, as well as written products on the status of new, proposed or on-going PEGA efforts. Coordinates and presents proposals to customers, service providers, and management on new, proposed or ongoing PEGA efforts. Participates in business sessions to facilitate requirements gathering for new, and ongoing PEGA development efforts. Coordinates proposed, new and on-going development activities with program subject matter experts, users and others on the PEGA technical team. Produces and assists others to produce documents, correspondence, reports, and project management documents on the proposed, new and on-going PEGA development activities. Develops an understanding of the PegaRules Process Commander (PRPC) and relevant industry frameworks to assist clients and customer in understanding the main features, benefits and limitations of these products. Maintains regular contact with IT staff, vendors, and external stakeholders to coordinate problem solving and ensure conformity of methods and practices. Coordinates with users to discuss business and system requirements, contractors to provide oversight, and vendors to discuss existing or new technology.
- 5%** Works with the more complex special projects and analytical assignments related to web and/or application development that includes reporting functionality, analyzes request for services and

provides and advises project leads and management on the impact or the potential impact these would have on the program. Manage workload and proactively communicates status updates to management.

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

5% Perform 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
<b>HRB Use Only:</b> Approved By: Sal Singh	Date 8/5/19		