

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Programmer Analyst (Specialist)	<b>DISTRICT/DIVISION/OFFICE</b> D20/Information Technology Solutions Division/Adobe LiveCycle and Mainframe Support	
<b>WORKING TITLE</b> Adobe LiveCycle Systems Developer	<b>POSITION NUMBER</b> 900-170-1579-924	<b>EFFECTIVE DATE</b> July 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the general supervision of a Senior Information Systems Analyst Supervisor, working either as a technical specialist or technical lead, the incumbent will develop and write specifications and develop and maintain complex applications written in Adobe LiveCycle for the Information Technology Solutions Division (ITSD) Adobe LiveCycle and Mainframe Support Group. Responsibilities include specifying, designing, developing, maintaining, and enhancing application systems; developing interfaces between different computer systems; developing reports and other outputs; assisting in development and documentation of procedures, and performing walk-thrus to enforce currently accepted code and design standards. The incumbent will also work independently performing analysis and programming work for complex assignments and will also help mentor and train employees in Adobe LiveCycle, Business Objects and Documentum technology that the department is deploying as follows:

**TYPICAL DUTIES:**

**E - Essential**

**M - Marginal**

**50% (E) Technical Specialist**

Analyzes, designs, develops, implements, maintains and documents coding solutions to meet departmental business requirements; develops and implements migration, conversion and interface strategies for Adobe LiveCycle systems; follows departmental policies and procedures. Estimates the effort required to produce required system changes. Incumbent ensures that all departmental standards and methodologies are followed in development and enhancement activities. Works closely with Business Analysis, database administrators, system administrators and other areas within HQ-IT to ensure that the technical deliverable meets the specified customer requirements.

25% (E) **Technical Lead**

Acts as a technical lead to the team members or consultants and is responsible for the efficient delivery, quality, and completeness of all technical deliverables on new development projects or on major enhancements to existing projects. Works with Business Analysis staff to ensure that technical deliverables meet the requirements specified by the customer. Consults with and advises management on the planning, development, implementation, and coordination of IT issues. Provides technical deliverable status to the project manager and to assess the impact of potential scope changes. Sets up a change control lifecycle as required for new development effort. Assigns project tasks to technical staff and verify completion of assigned work. Evaluates completed work to ensure that existing departmental standards and policies are followed in development activities. Coordinates work assignments with database administrators, system administrators, other areas within HQ-IT and, if necessary, the district IT organizations during the development and rollout process. Actively participate in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance.

15% (E) Incumbent mentors and trains other designated employees in the use of Adobe LiveCycle, Documentum, WebSphere Message Broker and Business Objects. Incumbent also checks assigned work for quality and standards compliance.

10% (M) Researches and documents new technology, procedures and methods that can be utilized in existing maintenance and new development efforts. Responsible for presenting recommendations and technical solutions to co-workers and management and for producing required documentation for consideration of recommendation / solution as a new standard.

**SUPERVISION EXERCISED OVER OTHERS:**

None. The employee will act as project leader to any personnel assigned to the project under his/her span of control including consultants.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

This is the journey level, and as that term implies, the incumbent will display an in depth knowledge of:

- Adobe LiveCycle Workbench, Adobe Forms Designer
- FlashBuilder/Flex
- WebSphere Message Broker
- Business Objects Reports
- Documentum
- Java, XML, SQL, Web Services and Data Modeling Concepts
- System design, applications development life-cycle issues and principles, project management, and general information technology business procedures and practices.
- Organization's business enterprise and the larger business perspective in proposing and designing information technology solutions.

- Data processing concepts, practices, methods, and principles and a global and current understanding with respect to evolving industry trends, practices, and standards.

The incumbent will also demonstrate the following abilities and analytical skills:

- Use Adobe LiveCycle Workbench, Adobe Forms Designer, FlashBuilder/Flex, WebSphere Message Broker, Oracle SQL and XML.
- Develop detailed program specifications, code more complex programs and write test plans on complex applications.
- Be resourceful and have initiative to complete projects, tasks and assignments effectively.
- Act as team lead providing technical direction and/or participate with other programmer analysts on more complex or broad scoped projects.
- Communicate effectively (orally and in writing), with various groups of people contacted.
- Propose technical solutions, taking into account the customer's business needs, through presentations, written documentation or oral communication.
- Facilitate meetings with individuals or groups and discuss business and system requirements with team members and clients in order to obtain desired results.
- Establish and maintain effective and cooperative working relationships.
- Provide contractor oversight and contact vendors to discuss new or existing technology.
- Ability to isolate and define unknown conditions, using technologies to resolve critical problems and involving staff (team members) and management as appropriate.
- Demonstrate an in-depth understanding of the relationship of their project responsibilities to the work and business as a whole.

#### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The incumbent is responsible for decisions, actions, and consequences, made by himself/herself related to the data processing of implemented applications. The resulting product or service affects the work of other staff, the development and maintenance of major aspects of technology projects, business programs, or missions, or the products and services of many people. Failure of the work product could negatively impact a wide range of established activities, including major activities of organizational concerns, or the operation of other organizations and result in loss of Departmental funds in varying magnitudes.

#### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent will have frequent contact with vendors to assess new technologies; contractors to provide oversight, negotiate contract modifications, and analyze compliance with contract specifications. The incumbent will communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher level staff.

#### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Sustained mental activity needed for report or memo writing, planning, problem solving and analysis, etc. Emotional requirements include the ability to develop and maintain cooperative working relationships with clients, staff and co-workers; respond appropriately to difficult situations.

