

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CURRENT

CLASSIFICATION TITLE Staff Programmer Analyst (Specialist)	DISTRICT/DIVISION/OFFICE D20/Information Technology/Solutions Division/Custom Development Office	
WORKING TITLE	POSITION NUMBER 900-170-1581-077	EFFECTIVE DATE February 3, 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 Data Processing Manager II, working either as a technical specialist or technical lead, the incumbent will develop and write specifications and develop and maintain complex applications written in the Java programming language using both Struts and Grails frameworks for the Information Technology Solutions Division (ITSD) Java Applications Group. Responsibilities include analyzing, designing, developing, maintaining, and enhancing application systems and web services; 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 new Java and Oracle technology that the department is deploying.

TYPICAL DUTIES:

E - Essential
M - Marginal

40% (E) Technical Specialist

Analyzes, designs, programs, tests and documents java components on an enterprise application new development, enhancement or maintenance project. Develops, tests, implements, documents web service components for the department's Service Oriented Architecture. 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 Analysts, database administrators, system administrators and other areas within HQ-IT to ensure that the technical deliverable meets the specified customer requirements. The incumbent is also responsible for mentoring and training other IT technical team members in Java technology.

35% (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. The incumbent is also responsible for mentoring and training other IT technical team members. 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.

20% (E) The incumbent defines project scope, objectives, user requirements, activity definitions, project schedules, resource plans, cost estimates, risk identification, procurement plans, roles and responsibilities for team members, and the communication needs of stakeholders. Obtains internal and, if necessary, external approvals to proceed with projects. Develops and reviews procurement documents to acquire project resources. Executes project plans and distributes performance information to stakeholders. Performs project evaluation reviews and develops project evaluation reports.

5% (M) Researches and documents new Java based technology, Service Oriented Architecture tools, 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:

- Web based and client-server applications
- 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 Oracle tools, Jdeveloper/Netbeans/Eclipse, Designer, Subversion and the Oracle database.
- Develop Java Web based applications and web services utilizing J2EE principles and concepts and the Java programming language.
- 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.

WORK ENVIRONMENT:

The incumbent will perform work indoors in a climate-controlled environment under artificial lighting.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

RENEE LEE

Employee's Name

Employee's Signature

Date

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

KHANH QUANG

Supervisor's Name (please print)

Supervisor's Signature

Date