

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Programmer Analyst (Specialist)	<b>DISTRICT/DIVISION/OFFICE</b> D20/Information Technology/Customer Service Division/Fresno IT Office	
<b>WORKING TITLE</b> Data Quality Coordinator - Lead	<b>POSITION NUMBER</b> 900-176-1581-924	<b>EFFECTIVE DATE</b> April 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 direction of a Data Processing Manager I, working as a Project Lead, Technical Specialist, and Lead Person: the incumbent will develop and write specifications, design and maintain complex applications written in current standard programming languages for the clients of District 6 and Central Region. Responsibilities include analyzing, planning, specifying, designing, developing, maintaining, and enhancing application systems; designing and creating databases; developing interfaces between computer systems; creating reports and other outputs; assisting in development of system documentation and procedures; and performing walk-throughs to enforce currently accepted code and design standards. Works independently performing analysis and programming work for the more complex assignments and will also mentor and train employees in current standard development technology that the department is deploying.

**TYPICAL DUTIES:**

**E - Essential**  
**M - Marginal**

- 45% (E) **Technical Specialist**  
Utilizes the System Development Life Cycle (SDLC) and incorporates project management concepts to analyze, design, code, test, implement, and document components as it relates to application development, enhancements or maintenance projects. Estimates the effort required to produce required system changes. Ensures that all departmental standards and methodologies are followed in development and enhancement activities. Works closely with database administrators, system administrators and other areas to ensure that the technical deliverable meets the specified requirements.
  
- 35% (E) **Project Lead**  
Lead person to team members or consultants. Responsible for the efficient delivery,

quality, and completeness of all technical deliverables on development projects and major enhancements to existing systems. Provides status to the unit manager and assess the impact of potential scope changes. Establish a change control lifecycle as required for development effort. Assigns project tasks to technical staff/team members 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 applicable staff to include database administrators, system administrators, and district client organizations during the SDLC process. Actively participates in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance.

10% (E) **Mentor**

Mentors and trains designated unit members in the use of Web Design concepts, SQL Database Management concepts, JavaScript, and development software tools that draw upon industry standards to stay current with technology.

5% (E) **Documentation**

Documents code for effective support and troubleshooting systems. Creates user manuals for associated systems.

5% (M) **Research**

Researches and documents new technology, system tools, procedures and methods that can be utilized in existing maintenance and upgraded development efforts. Responsible for presenting recommendations and technical solutions to unit members, management, and clients. Produce required documentation for consideration of recommendation/solution as a new standard.

**SUPERVISION EXERCISED OVER OTHERS:**

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

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

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

- 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, 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:

- ColdFusion, MS SQL Server, Dreamweaver, Java, XML, HTML, JavaScript, and ExtJS framework.
- Develop web-based applications and web services utilizing object-oriented principles and concepts.
- 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.
- Provide 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 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.

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Name (please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date