

# DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS <b>TBD</b>		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Systems Software Specialist II (Technical)</b>		WORKING TITLE <b>Application Developer</b>	
DEPARTMENT/DIVISION/DISTRICT/UNIT <b>Centralized Revenue Opportunity System</b>		SPECIFIC LOCATION ASSIGNED TO <b>HQ</b>	
SEERA DESIGNATION <b>Rank &amp; File</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>E</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>May act as lead</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>290-487-1373-XXX</b>	

*The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.*

**POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Systems Software Specialist III (Sup), on the Centralized Revenue Opportunity System (CROS) Project, the Systems Software Specialist II (Technical) works as an independent technical specialist on complex software projects, software conversions, and complex systems maintenance. The incumbent participates in information system projects involving all stages of the Systems Development Life Cycle, in order to create and maintain interfaces, databases and applications in support of the CROS Solution. The incumbent develops and maintains interfaces in support of enterprise application integration, participates in the design of the CROS Enterprise Service Gateway to facilitate the exchange of data with external agencies, and participates in business intelligence and revenue reporting activities as needed.

**Candidate must be able to perform the following essential job functions with or without reasonable accommodations.**

PERCENTAGE OF TIME SPENT	DUTIES
40%	<p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Program Software</p> <ul style="list-style-type: none"> <li>• Plan, design, develop, document and implement middleware solutions to facilitate application integration, data exchange, data integration, interface compatibility between independent software systems, and distributed messaging between applications</li> <li>• Apply software development lifecycle methodology while programming using Microsoft development platforms and SQL Server</li> <li>• Perform technical configuration of middleware infrastructure to ensure high availability and fault tolerance</li> <li>• Maintain existing software systems by identifying areas of improvement and correcting the software defects</li> <li>• Diagnose and troubleshoot programming issues with middleware software and solutions; Apply advanced debugging techniques such as conditional debugging, log file analysis and thread analysis</li> <li>• Apply BOE and Technology Services Division (TSD) programming policies and best practices to system development</li> </ul>

PERCENTAGE OF TIME SPENT	DUTIES
30%	<p>Design Information Systems</p> <ul style="list-style-type: none"> <li>• Participate in the development, analysis and documentation of CROS system alternatives, system project plans, and system service requests; Present system recommendations to technical and project management</li> <li>• Translate business requirements into system requirements; Provide expertise on system requirements; Work with the project staff, technical management and staff, and the Systems Integrator to ensure system requirements align with business requirements and project goals</li> <li>• Collaborate with project management, business and IT subject matter experts, and the System Integrator to develop system design inputs, such as technical requirements, business workflows, use cases, business rules definition, and conceptual data models</li> <li>• Design web services, application interfaces, distributed and composite applications involving data exchange among multiple programs, as well as data exchanges requiring sophisticated program logic; Apply service-oriented architecture designs</li> <li>• Apply BOE and Technology Services Division (TSD) policies and best practices to system design</li> <li>• Develop system design documentation</li> <li>• Participate in the analysis and design of the CROS Enterprise Service Gateway to facilitate the exchange of data with business partners, according to BOE policy and IT best practices</li> </ul>
15%	<p>Perform Technology Research</p> <ul style="list-style-type: none"> <li>• Research new middleware technologies; Evaluate opportunities and feasibility of incorporating new middleware technologies on the project</li> <li>• Research proposed middleware architecture and designs to ensure alignment with current systems, the CROS Solution, as well as BOE and Technology Services Division policies and best practices</li> <li>• Identify the impact of middleware changes to BOE programs, projects and other systems in the environment</li> <li>• Develop middleware alternatives and present findings to project management</li> <li>• Research proposed BOE technology projects with potential impacts on the CROS project; Provide expertise on proposed BOE technology to project management</li> <li>• Research and document legacy system design information necessary to develop technical and system requirements, application architecture, data models and report designs</li> <li>• Participate in developing feasibility analysis reports</li> </ul>
10%	<p>Other Technology Support</p> <ul style="list-style-type: none"> <li>• Provide expertise on business intelligence; Analyze and convert data into meaningful and useful information for business analysis; Extract data from BOE legacy systems, such as IRIS and ACMS, in support of program revenue stream reporting</li> <li>• Assist senior level technical staff with system development and maintenance as needed</li> <li>• Participate in training technical staff and users on changes to new and existing systems</li> <li>• Provide guidance to less experienced technical staff</li> </ul>
5%	<p><b><u>MARGINAL JOB FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• Participate in the development of IT information for project management plans</li> <li>• Other job duties as required</li> </ul>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**

Work Environment:

- The employee's workstation is located inside the CROS Project Unit, which is located on the tenth floor of a twenty four floor building, and is equipped with standard or ergonomic office equipment, as appropriate

Physical Abilities:

- Ability to operate and utilize a computer terminal and various office machines

Additional Requirements/Expectations:

- Must maintain regular attendance as determined by the agency

***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.***

PRINT SUPERVISOR'S NAME

SUPERVISOR'S SIGNATURE

DATE

HRD Approval date:

C&P Analyst Initials: