



Classification: Information Technology Specialist I
Working Title: Application Developer
Tenure and Time Base: Permanent, Full-Time
Salary: \$5,815.00 - \$9,408.00
Posted: April 25, 2022
Final Filing Date: May 25, 2022

The California Student Aid Commission (CSAC), located in Rancho Cordova, is the principal state agency responsible for administering approximately \$3 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission (Commission) is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

Not Your Average IT Shop

You are a valuable member of CSAC's Application development Team. The team strives to ensure high quality systems are delivered that meet business objectives. We are searching for a motivated, team player, self-starter, creative thinker with a positive attitude to join our team.

About the System you'll support

The Grant Delivery System (GDS) is comprised of 17 separate applications, the oldest of which was developed 30+ years ago. The Application Development team, with the help of other IT units, maintains and enhances these applications.

Additionally, the CSAC is in the process of modernizing the legacy GDS with a new, fully integrated system. As a member of the project, the Information Technology Specialist I will be provided an opportunity to work in a matrixed team and make a real difference in the project's success.

Highlights of the Job

- Performs a variety of tasks related to the analysis, design, development, testing, implementation, and maintenance of information technology services for CSAC.
- Interact with diverse technical and non-technical groups, spanning all organizational levels.
- Manage multiple projects with competing priorities simultaneously.
- Plan and prioritize work assignments to meet scheduled releases.

Preferred Qualifications

- Experience with Agile Methodology
- Understanding of SOA and API's.
- Extensive Oracle PL/SQL, SQL, DDL and DML experience.
- Developing scalable, optimized applications for Oracle databases.
- DevOps experience with GitHub, Jenkins, Visual Studio, and TFS
- Unit and system testing with Selenium.
- Ability to understand and create design documents such as, Data Modeling and UML diagrams.
- Excellent communication skills and team player with creative and innovative problem-solving abilities.
- Strong relationship management skills, enthusiastic and self-driven, with a high degree of commitment.
- Strong organizational and planning skills, including the ability to multi-task and adjust to changing priorities, work under pressure, meet deadlines, in a fast-paced and small-team atmosphere.

Working Knowledge of:

- Container-based applications.
- Multi-tier applications using .Net Framework.
- JAVA Framework including Spring Boot.
- Identity Access Management.
- Crystal Report Development.
- Amazon Web Services.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is a written document and narrative discussion of how the candidates' education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length with Arial Font 11. Please clearly state which document is the SOQ at the top of the page. A résumé is not considered an SOQ. Applications received without an SOQ will be rejected.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the **Information Technology Specialist I** classification.

Applicants must have current list eligibility for appointment to this class, currently a state employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an **Information Technology Specialist I** position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter. Other methods of appointments will be considered, including Training & Development (T&D) Assignments.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the [IT Specialist I](#) classification. In addition, please attach all required supporting documents (i.e., transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information, or your application may not be accepted.

How to Apply/Final Filing Date

Please reference **RPA #21-066, JC-303842, Position #270-701-1402-XXX, Application Developer**, in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), and a Statement of Qualifications. Submission of a résumé is optional. Applications and Statements of Qualifications must be received or postmarked by the **final filing date of May 25, 2022**. Electronic submission of applications and Statement of Qualifications may be completed through your Cal Career account at www.jobs.ca.gov. Please contact the Personnel Office at (916) 464-8910 or email at Personnel@csac.ca.gov if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attention: Personnel-Recruitment

CA Student Aid Commission
11120 International Drive
Rancho Cordova, CA 95670
Attention: Personnel-Recruitment

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA STUDENT AID COMMISSION
DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	Information Technology Specialist I
Working Title:	Application Developer
Position Number:	270-701-1402-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	3/4/22
Effective Date:	To be determined

Function (Summary of Responsibilities):

Under the general direction of the Information Technology Supervisor II of the Application Development Team, the Information Technology Specialist I works cooperatively with program units and the Project Management team, serving as a technical lead for the most complex and time-sensitive information technology (IT) projects. The incumbent is a lead programmer responsible for the design, development, and implementation of Web, desktop, server, and mobile applications, including system databases and stored procedures.

Duties include:

- Act as a senior developer in the analysis, design, development, testing, implementation and maintenance of programming solutions and enhancements
- Lead multiple complex projects and tasks to plan, design, develop, test, and implement new and enhanced Grant Delivery System (GDS)
- Conduct code analysis and systems design for software applications that support business customers.
- Develop programming logic, coding, test data, program testing, program documentation, production problem analysis, debugging and rapid correction
- Participate in the most complex projects.
- Act as a technical advisor/resource for IT staff and the business unit
- Create, and publish documentation

Provide leadership in identifying, investigating, and recommending opportunities to incorporate emerging technology tools, practices, and techniques to improve the efficient delivery of business functions.

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|---|---|
| <input type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> Information Technology Project Management |
| <input type="checkbox"/> Client Services | <input checked="" type="checkbox"/> Software Engineering |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> System Engineering |

Reporting Relationships:

Reports directly to the Information Technology Supervisor II over the Application Services Section.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission (Commission) is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

As a valued member of the Information Technology Services Division team, you make it possible for the California Student Aid Commission's (CSAC) to improve by providing expert level consultation, being innovative, resourceful, and flexible, reporting to work as scheduled; 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 the students and schools we serve.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 35% The Information Technology Specialist I - Application Developer must be proficient in analysis, design, development, testing, implementation and maintenance of programming solutions and enhancements for public-facing, web-based applications. Lead multiple complex projects and tasks throughout the software development lifecycle (SDLC) using agile method. Conduct code analysis and systems design for software applications that support CSAC stakeholders. Provide leadership in identifying, and innovating to improve the efficient delivery of stable, scalable, well-performing applications.
- 25% The incumbent must maintain knowledge and understanding of technologies such as DevOps, configuration management, Structured Query Language, database design fundamentals, and testing techniques. In addition, the incumbent is expected to develop and maintain familiarity with concepts, components, and standards related to software structured programming and design, analysis methodologies and object-oriented technology.
- 15% Act as a technical advisor in determining and analyzing the information processing needs of users, establishing the feasibility of information technology system solutions, monitors, and implements systems and may assist in the evaluation of proposed new or modified information technology system hardware and software and the development, installation, and measurement of system programs. Maintains and enhances reports; provides mentoring and technical assistance to stakeholders for development support duties as required; prepares and maintains design documents; performs testing to ensure an error-free release of software, coordinates the implementation of the new system with the user community to ensure a smooth delivery of the finished system.

10% Lead in the development of software development standards, procedures, processes, and documentation used by the California Student Aid Commission to ensure consistent state government interoperability.

10% Provide technical assistance and production support for the legacy and modernized applications.

Non-Essential Functions

5% Other duties as required.

ADA Requirement

Alternatives will be provided for incumbents who are unable to perform the essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee's work is to be performed within an office environment, may work remotely, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations. The work environment is fast-paced and requires considerable flexibility in managing time, multiple changing priorities, and work assignments. Work environment requirements:

- Professional business attire.
- Required to carry a mobile device and be available by phone or e-mail.
- Requires periodic off-shift or weekend work.

Attendance:

Must maintain regular and acceptable attendance. This position is subject to on call and standby time and periodic off-shift, weekend work. This position is work week group "E" which is exempted from coverage under the Fair Labor Standards Act (FLSA). A work week group "E" or salaried employee does not receive overtime compensation and may be required to work specific hours to provide services when deemed necessary by management. Employees who are excluded from FLSA shall not charge paid leave for absences of less than whole day increments or docked for absences of less than a whole day.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature Date

Supervisor Signature Date

*Duties of this position are subject to change and may be revised as needed or required.