

State of California
ENVIRONMENTAL PROTECTION AGENCY

DUTY STATEMENT

EMPLOYEE NAME: _____ CURRENT DATE: **January 14, 2014**

CLASSIFICATION: **Senior Programmer Analyst** POSITION #: **812-070-1583-002**

DIVISION/OFFICE: Office of the Secretary CBID: 1

SECTION: Unified Program

SUPERVISOR'S NAME: Chris Allen

SUPERVISOR'S CLASS: Senior Programmer Analyst
(Supervisor)

.....
I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

Supervisor's Signature Date

Employee's Signature Date

.....
SUPERVISION EXERCISED: Team Lead

MISSION OF UNIFIED PROGRAM SECTION: The Unified Hazardous Waste and Hazardous Materials Management Regulatory Program (Unified Program) consolidates, coordinates, and makes consistent portions of six hazardous materials and hazardous waste regulatory programs. The Unified Program is implemented at the local government level by Certified Unified Program Agencies (CUPAs), and the Secretary of the California Environmental Protection Agency (Cal/EPA) has responsibility for overseeing the implementation of the Unified Program. The Unified Program's Technology Services Unit provides technical and user support for the California Environmental Reporting System (CERS) and other automated systems supporting the Unified Program.

CONCEPT OF POSITION: Under general supervision from the Senior Programmer Analyst (Supervisor), the incumbent will act as a lead developer for the Unified Program Technology Services Unit, working closely with the Senior Programmer Analyst (Supervisor), the unit's other Senior Programmer Analyst and other staff, and contractors to design, implement, and maintain the Program's most complex projects. Additionally, the incumbent will work with the unit's other Senior Programmer Analyst to develop and maintain the unit's application development and other technical standards/best practices for use by the unit's staff and contractors, as well as provide mentoring and technical assistance to staff and contractors as necessary. Most Unified Program application development projects will involve development of web applications, web services, and other web-based data exchange technologies.

Depending on the nature of the project and task, the incumbent may receive direction from their supervisor, the Unified Program Manager, Assistant Secretary for Local Programs, or a project manager.

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% Of Time RESPONSIBILITIES OF POSITION

35% Essential	<p>Application Design, Development, and Maintenance</p> <p>The incumbent (alone, or with other staff and contractors typically acting as lead developer) will design and maintain the most complex portions of CERS and other applications using various tools and techniques such as entity relationship diagrams, normalization, indexing, etc. The incumbent will work with other team members and contractors to develop or modify/enhance the program's web-based applications. Development tasks include screen mockups, coding, testing, debugging, documenting, deployment, maintenance and change control.</p> <p>The incumbent may lead and/or participate in reviews of peers and contractors to (1) evaluate overall quality of work, (2) assess compliance with standards, and (3) ensure that business requirements are fulfilled. During the design, development, testing, and deployment process, the incumbent will be responsible for preparing and/or reviewing additional project documentation, including test plans, user help, status reports, etc., as well as communication with clients, team members, and supervisor/leads as necessary.</p>
15% Essential	<p>CERS XML Web Services</p> <p>The incumbent is responsible for the implementation and maintenance of the various XML and other web services used to support electronic data transfer (EDT) services for CERS. This will include collecting specifications and design/implementation of future versions of the CERS web services, and working with external entities to ensure they understand and successfully implement their CERS EDT efforts.</p>
15% Essential	<p>Business Needs Analysis/Documentation</p> <p>The incumbent will work alone, with a team of programmers and analysts, and/or with consultants to analyze and document business requirements for new or enhanced software applications and services. The incumbent will work with other Agency staff, representatives of local governments, and environmental data software vendors on the ongoing standardization and exchange of environmental data. Consult with other BDO technical staff in the development of BDO specific data systems to ensure current and future data exchange capability.</p>
15% Essential	<p>CERS Database and Windows Server Administration</p> <p>In conjunction with the Senior Programmer Analyst (Supervisor) and the unit's other Senior Programmer Analyst, the incumbent will share responsibility for the operations of the database, web, and other application servers used by the Unified Program to support CERS and other data systems used by the Unified Program. Duties will include: 1) implementing as necessary database changes to CERS and other systems as developed by the incumbent, other staff, and contractors; 2) monitor ongoing database and webserver operations/health and perform maintenance and tuning of databases and indexes to optimize CERS operations; 3) develop and maintain the shop's database design standards; 4) maintain timely backups.</p>
10% Marginal	<p>Provide Support to CERS Technical Support/Help Desk Staff</p> <p>The incumbent will assist CERS Technical Support staff with resolving unusual help ticket problems, including replicating complicated problems in training or testing environments, as well as directly contacting via email or phone CERS customers with the most complex problems.</p>

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10%
Marginal

Research and Investigation

The incumbent will need to keep informed of evolving trends, technologies, and standards relevant to the Unified Program's technical environment, researching new and emerging technologies that may enhance the Program's ability to provide services to Unified Program stakeholders.