



Position: Enterprise Applications Developer

Full-Time, Exempt

Salary Range: \$5,858.67 - \$9,441.47

Location: Pomona / Irwindale (Hybrid – Remote Work Available)

Department: Information Technology (IT)

Reports To: Director of IT and Administrative Services

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving individuals across the lifespan—from infants and toddlers to adults and aging adults—across 30 cities within its catchment area.

Position Description

This position reports to the Director of IT and Administrative Services and serves as a key technical partner in the design, development, and support of enterprise business, case management, and fiscal systems used agency wide. The Enterprise Applications Developer works collaboratively with IT leadership, fiscal staff, program managers, and other departments to modernize systems, streamline workflows, and improve data-driven decision making. This role leverages Microsoft Power Platform and related technologies to enhance operational efficiency, system integration, and service delivery in a mission-driven environment.

Essential Job Functions

- Design, develop, and maintain custom business, fiscal, and case management applications using Microsoft Power Apps
- Support and enhance fiscal systems, including budgeting, purchasing, invoicing, contracts, and financial reporting workflows
- Automate and optimize cross-departmental workflows using Power Automate, improving efficiency and reducing manual processes
- Develop dashboards and operational, compliance, and financial reports using Power BI, SQL, and related tools
- Support document management and workflow solutions, including IBM Therefore or similar enterprise content management systems

- Integrate business, fiscal, and case management systems with Microsoft 365, SharePoint, Dynamics 365, Teams, Outlook, Azure, IBM-based systems, and third-party platforms using APIs
- Create, manage, and maintain data sources using Dataverse, SQL databases, and SharePoint lists
- Work closely with the Director of IT and Administrative Services, IT staff, and stakeholders across the agency to identify opportunities to enhance, streamline, and increase efficiencies in systems and processes
- Collaborate with program, fiscal, and administrative departments to gather requirements, analyze workflows, and deliver intuitive, user-friendly solutions
- Ensure solutions comply with IT security, governance, privacy, and regulatory standards
- Provide ongoing technical support, troubleshooting, and user training for supported systems
- Develop and maintain technical documentation, workflows, and knowledge base resources
- Assist with system testing, upgrades, deployments, and environment management
- Perform other duties as assigned in support of departmental and organizational goals

Employment Standards

A bachelor's degree in Computer Science, Information Systems, or a related field (preferred) and/or 3–4 years of related experience in business application development, systems analysis, or enterprise application support. An equivalent combination of education and experience may be considered.

Knowledge and Abilities

- Working knowledge of Microsoft Power Platform (Power Apps, Power Automate, Power BI)
- Understanding of case management and fiscal systems, including financial workflows and reporting
- Strong experience with SQL, relational databases, and data integration
- Familiarity with IBM systems, including Therefore, or similar document management platforms
- Knowledge of Dataverse, SharePoint, Dynamics 365, and Microsoft 365 services
- Experience working with REST APIs, JSON, PowerShell, and basic scripting
- Ability to collaborate effectively with IT leadership and agency-wide stakeholders
- Strong analytical, organizational, and communication skills
- Ability to translate business and fiscal requirements into technical solutions

Preferred Knowledge and Experience (Not Required)

- Microsoft Power Platform certification (Functional Consultant, Developer, or similar)
- Experience supporting financial or fiscal systems in nonprofit, government, or regulated environments
- Familiarity with Azure DevOps, CI/CD pipelines, and version control (Git)

- Experience with Microsoft Intune or endpoint/device management solutions
- Knowledge of Agile or Scrum development methodologies

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees, dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.