



- Current
- Proposed

Civil Service Classification: Information Technology Specialist II  
Working Title: Information Technology Specialist II  
Division Branch Name: Application Development & Database Administration  
Incumbent: VACANT  
Position Number: 797-920-1414-004  
Effective Date:  
Conflict of Interest (COI): Y  
FLSA Status: Exempt  
CBID: R01  
Tenure: Permanent  
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): Software Engineering

**DESCRIPTION:**

Under the general direction of the Information Technology Manager I, Application Development and Database Administration Branch, the incumbent is responsible for a wide variety of data, analytical processing, and administration activities necessary to analyze, design, code, document and maintain the integrity of California Department of Aging (CDA)'s ever evolving database environment. The Information Technology Specialist (ITS) II must possess strong leadership skills and have good written and verbal communication skills to efficiently maintain the organization of their workload as well as provide effective, precise, and factual recommendations. The duties for this position are focused on the Software Engineering domain; however, work may be assigned in other domains as needed.

## **ESSENTIAL JOB FUNCTIONS:**

### 40% Database Administration

- Installs, manages, and maintains CDA databases. Maintains the database backup and recovery infrastructure. Troubleshoots, tracks, and conducts root cause analysis of database issues. Makes requested changes and updates to databases.
- Monitors the CDA database and system environment including hardware and software. Monitors and reviews system errors, transaction, performance, and history logs for issues. Monitors system resources and utilization.
- Create, enhance, and maintain IT software solutions using various programming languages to meet department requirements and expectations with regards to efficiency and effectiveness.
- Ensures database security, integrity, stability, and system availability. Performs database security audits. Ensures server security configurations adhere to state security requirements. Identifies and reports database security issues. Maintains data table audit logging and enforces data retention policies.
- Implements new databases and changes to support CDA automation and data collection needs. Installs, maintains, uninstalls SQL instances. Supports database design and testing activities. Coordinates database updates, testing, and implementations with technical teams.
- Responds to requests to create, copy, backup, restore, and move databases. Resolves database technical issues.

### 30% Data Collection and Analysis

- Plans, designs, and conducts data feasibility efforts relating to external and internal data sources of aging programs and services, including any associated analyses and reports to address data collection needs, opportunities, and challenges.
- Designs, develops, and maintains data flow diagrams, data integration configurations for enterprise data model(s), following the criteria set forth in extraction, transformation, and loads logic.
- Architects, designs, develops and supports data models for ingesting new and existing data sources to CDA's end-to-end data and analytical architecture platform in the cloud.
- Advises data owners, developers, and leads DBA in identifying data, data structures and developing and applying criteria for cleansing data for the preparation of data migration and other related activities.
- Reviews software architecture and makes recommendations regarding technical and operational feasibility.
- Performs descriptive, diagnostic, predictive and prescriptive data analytics to find patterns, anomalies and ensure data repository supporting analytical models are well designed, developed and maintained. ‘

### 15% Data Catalogue, Quality and Standards

- Establishes and maintains the data catalogue of CDA that enriches data literacy.
- Establishes and implements data standards for compliance and the interoperability of systems, maintaining high level of data quality.

- Plans, develops and supports activities relating to data de-identification (DDG) guidelines and mandates.
- Conducts code reviews and scans databases for standards compliance.

10% Data Architecture, Governance and Management

- Plans, designs, and supports enterprise data architecture activities to ensure interoperability of IT Systems mandated by the California Department of Technology
- Leads and supports the data governance committee from a custodian perspective.
- Contribute to the planning of the overall organizational IT strategy.
- Collaborates with upper management to provide consultation and technical support on various projects, efforts, and initiatives.
- Monitors and implements procedures for the collection of reliable data from existing sources (e.g., local, state, and federal agencies and non-governmental groups) to ensure data integrity and data exchange platform has the capability to retrieve electronic data from various sources (e.g., databases and computer networks).

**MARGINAL JOB FUNCTIONS:**

5% Performs other related tasks.

**TRAVEL:** Not required.

**TYPICAL WORKING CONDITIONS:**

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The California Department of Aging 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 expression, gender identity, 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.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**



- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

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**Supervisor's Signature and Date**

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**Supervisor's Name and Title**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

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**Employee's Signature and Date**

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**HUMAN RESOURCES BRANCH USE ONLY:**

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: AEM Date Approved: 3/1/2024

Revision Date (if applicable): 3/1/2024