



**POSITION DUTY STATEMENT**

<b>NAME</b>	<b>MCR</b> 1
<b>CLASSIFICATION</b> Information Technology Specialist II	<b>POSITION NUMBER</b> 538-406-1414-007
<b>WORKING TITLE</b> Database Operations Administrator	<b>DIVISION/UNIT</b> Enterprise Technology Services Division GIS and Database Operations Group
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> R01	<b>CONFLICT OF INTEREST CATEGORY</b> 5

**DEPARTMENT STATEMENT:**

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

**GENERAL STATEMENT:** Under the general direction of the Chief Information Officer (CIO), the Information Technology Specialist II (ITS II) serves as subject matter expert (SME), supporting the California Geologic Energy Management (CalGEM) division. The incumbent will perform full range of database tasks and data architecture planning. This position requires current knowledge and demonstrated ability to design, develop, and administer Microsoft SQL Server on-premises and hosted on Azure, Azure Cloud based databases, and data storage. The ITS II will be expected to research and recommend appropriate new technologies and platforms to meet evolving departmental needs. A thorough knowledge of SQL and other scripting languages is required. Experience with managing ESRI Enterprise Geodatabases as well as ESRI’s suite of GIS server and desktop applications is desirable. The incumbent will work closely with other technical experts within the Enterprise Technology Services Division (ETSD) and CalGEM. The incumbent will show good communication and writing skills and will be effective in discussions and presentations with peers, clients, customers, and management. Duties include, but are not limited to:

**A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

**ESSENTIAL FUNCTIONS**

**35% Database Design and Administration:**

Serves as a database administrator lead for Microsoft SQL Servers across the entire database portfolio including on premises, data center, and cloud-based systems. Performs advanced analysis and design on complex and mission critical database systems to support operations and maintenance as well as the

development of new systems. Identify and resolve complex database system integration problems. Plans, installs, configures, tests, and documents database software, configuration, security patches, system upgrades, and architecture. Tests and optimizes database server and system configuration to verify and increase stability, security, performance, and recoverability. Oversees database backups, recovery testing, migrations, and high availability to ensure that DOC can meet service level agreements. Documents all database structure and procedures while adhering to DOC change request and implementation requirements. Ensures compliance with applicable laws, regulations, and policies.

**30% Data Architecture and Planning:**

Serves as a Data Architect and works with management and technical and business teams to develop data strategies and plans. The ITS II works with and provides leadership to other DOC database administrators to implement sound data management strategies that meet the department's needs for a data storage and analytics platform. Create sound data governance policies, strategies, rules, and processes for the department. Identify data dependencies and develop and maintain data models for various databases. Works on data analysis and storage capacity planning based on data growth including archiving and hardware changes. Builds and maintains data dictionaries for various databases. Ensures robust plans are established based on compliance with applicable laws, regulations, and policies. Collaborates with other state staff and external consultants to plan and architect database systems.

**20% Programming and Technical Support:**

Performs complex programming tasks utilizing database access and stored procedures, data integrity routines, and security requirements. Performs advanced technical support in the most complex environments and identifies and resolves highly complex technical issues related to program code, database design, structure, access, and optimization. This may include GIS based web application development and process automation using combinations of JavaScript, .NET, Python, HTML, CSS, and related technologies. Collaborates with business users to perform data cleansing in existing databases. Performs as the highest-level technical support person in the most complex environment; identifies and resolves the most complex technical issues related to database design, structure, access, and optimization. Troubleshoot performance issues in Production and Non-Production environments. Work on application support requests and process database change requests from business users and the technical team. Provide support during application deployments.

**10% Research and Development:**

Conducts extensive technical research and advises management and staff regarding appropriate and compatible hardware and software for current business needs and strategic goals. Evaluates advanced software and hardware solutions and determines how these can most effectively be used to solve business objectives. Performs other related duties consistent with specifications of the classification

**MARGINAL FUNCTIONS**

**5% Administration:**

Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**

The ITS II reports directly to and receives direction from the Chief Information Officer and may receive guidance from the Chief Scientific and Data Advisor or the GIS and Database Operations team Lead; however, direction and assignments may also come from other supervisory staff within ETSD.

C. **SUPERVISION EXERCISED**

None

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

None

E. **PERSONAL CONTACTS**

The Information Technology Specialist II will have frequent contact with department managers and staff in order to design, develop and implement systems that meet the business needs as specified by the business and system requirements. The Information Technology Specialist II will represent the organization within and outside the DOC in a way that will enhance public respect for, and confidence in the employee, Department and State Government as a whole.

F. **ACTIONS AND CONSEQUENCES**

The Information Technology Specialist II is expected to act independently in their duties. Major decisions based on business and system analysis related to DOC applications, network and systems design may be based on their recommendations. Poor recommendations may, therefore, create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide a critical service to the public or which respond to a legislative mandate.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Work location (Telework versus On-site) may vary per employee, based upon their roles and responsibilities. On-site work may be required based upon the business need.
- Work in an open modular workstation in an air-conditioned office.
- Frequent use of a computer and related software applications at a workstation.
- Ability to move boxes weighing up to 20 pounds on an occasional basis.
- Work under pressure to meet deadlines.
- Work overtime, if required.
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight lodging inside California may be required.

H. **TELEWORK**

Telework is subject to satisfactory job performance and may be canceled due to business needs. Employees are expected to be reachable by phone, email, and instant message during their designated telework hours. It is expected that staff abide by the provisions set in the DOC Telework Program Policy and Procedures, State Information Security Policies and State Telework and Remote Access Security Standard. Damaged or lost equipment is to be reported to your supervisor immediately.

I. **OTHER INFORMATION**

Knowledge of: Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing, statistical methods; principles of public administration, organization, and management; and principles of personnel management.

Ability to: Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively; and prepare effective reports.

- Position is subject to the Department's Conflict of Interest Code (Form 700) Policy.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>