

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| DIVISION OR BCA Information Technology (IT) | | | | POSITION NUMBER (Agency-Unit-Class-Serial) 820-560-1414-002 | | Position ID 304 |
| UNIT DMS and Web Deployment Services | | | | CLASSIFICATION TITLE Information Technology Specialist II | | |
| TIME BASE / TENURE Full Time/Permanent | CBID R01 | WWG E | COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | MCR 1 | WORKING TITLE | |
| LOCATION Sacramento | | | | INCUMBENT | | EFFECTIVE DATE |
| STATE TREASURER'S OFFICE MISSION | | | | | | |
| The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies. | | | | | | |
| COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION | | | | | | |
| The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department. | | | | | | |
| DIVISION OR BCA OVERVIEW | | | | | | |
| BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS | | | | | | |
| The Information Technology Division (ITD) is the internal technology service organization that provides information processing support to the Divisions of the State Treasurer's Office and its associated Boards, Commissions, and Financing Authorities. The mission of the ITD is to assist the Divisions, Boards, Commissions, and Financing Authorities in achieving their program objectives through the efficient and effective delivery of quality information technology products and services. | | | | | | |
| This mission is accomplished through the combined efforts of four ITD sections; Application Development, Client Services, Technical Support, and Database Administration. Working together, these sections offer a full range of services including infrastructure development, network support, application development, equipment and software procurement, desktop support, web presence, technology related project management and technical support for new and emerging technologies. | | | | | | |
| GENERAL STATEMENT | | | | | | |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS | | | | | | |
| This position is assigned to the Debt Management System Operations (DMS Ops) section of the Information Technology Division. DMS Ops provides DMS application development and support, maintenance and operations, and Oracle Database and Fusion Middleware Administration services to the Public Finance Division (PFD) of the STO. The section provides deployment services for application bug fixes, enhancements, and new features adhering to full System Development Life Cycle (SDLC) guidelines. The supported IT environments include production, disaster recovery, development, and test systems in multiple sites. | | | | | | |
| Under general direction of the Information Technology Manager I, the IT Specialist II independently provides a depth of leadership and expertise at the highest level of technical consultation and resolution support. Performs the most complex software programming using various development tools (Microsoft, Oracle, and others) in data management activities; data modeling and simulations efforts; analyzes business requirements; designs and writes technical specifications; verifies program logic for systems testing. In collaboration with the business SME and the IT-DMS team, leads the planning and development of application deployments to production (functionality enhancements, defect fixes, etc.). Independently perform impact analysis; plan and perform the testing, configuring, and verification of the application software upgrades/changes. | | | | | | |
| The IT Specialist II works collaboratively with the database administrators, network administrators and server administrators as required to assess and validate any changes impacting the applications and troubleshoot any application issue in production. The incumbent is expected to maintain a mastery of technical expertise in information/systems analysis, project management, software development life cycles, and associated IT methods, tools, and technologies for prototyping and presenting enhancements for ITD and the business initiatives. Assures quality, security and compliance requirements are met for the system and ancillary initiatives. Leads Change Control process, technical deliverable reviews and participates in defect management activities for the DMS. | | | | | | |
| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. | | | | | |

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| 60% | <p>Analysis, Design, Programming, and Application Support: Analyze, design, develop, test, and implement IT solutions by working collaboratively with the DMS team comprised of business and technology staff. Independently troubleshoot and perform programming tasks of the most complex production system problems, isolate causes, develop solutions, code, test, document, and install revised applications. Reverse engineer structures to develop business and technical requirements, business rules definition, application architecture, data model, and report design requirements. Provide technical leadership and expertise to junior staff in analyzing the most complex system development and testing activities and works independently as a technical specialist and principal developer of the most complex applications. Incorporates programming modifications and enhancements into complex, inter-dependent systems.</p> <p>Support DMS activities related to design, code, and test, activities. Provides leadership in fulfilling end user production support requests for data clearing, metadata management, configuration changes, refinement of user requirements, system objectives, and technical needs for design specifications. The incumbent will lead efforts in technical analysis and provide timely and quality resolution to incidents in data anagement/cleansing, system development, testing, and installation efforts, using a high degree of expertise and versatility. Detect and diagnose complex application performance problems to maintain expected service levels. Create business cases, assess and interpret business needs and requirements. Lead and participate in formal and informal technical training programs, as necessary. Provides support to the Public Finance Division (PFD) on matters as directed; serves as technical lead on a variety of DMS workgroups and ITD technical discussions and collaborations.</p> |
| 25% | <p>System/Data Architect/Technical Management: Analyze system architecture and design to understand impact to the business programs, projects, and other systems in the environment. Analyzes system problems, corrects program logic malfunctions and resultant database errors. Makes technical decisions and maintains a high degree of technical expertise and versatility in leading the DMS Team in analyzing, procuring, developing, testing, installing, documenting, and implementing complex applications and systems.</p> <p>The incumbent will work independently as a high-level technical specialist, performing a wide variety of the most complex analytical and technical tasks, related to the DMS system. Provides data architecture designs that will assist in maintaining the data integrity of the DMS system. Enforces quality control procedures and supports users in assuring data integrity.</p> <p>Continues to build competency in job knowledge by participating in educational opportunities; reading professional publications; maintaining awareness of current business and industry issues/trends; maintaining personal networks; participating in professional organizations.</p> |
| 10% | <p>Project Management: Provides status updates for assigned activities, provides recommendations to the DMS Management Team on DMS activities. Research and provide innovative technology solutions, conduct proof of concepts and implementation strategies. Assigns tasks to the DMS team and monitors progress against approved plans. Participates in DMS and IT team and management meetings.</p> |
| 5% | Perform other job-related duties as required. |

SPECIAL REQUIREMENTS

N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

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| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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