

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>ENTERPRISE INFORMATION SERVICES</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>065-623-1402-047</b>			
DIVISION / UNIT  <b>ENTERPRISE DATA SERVICES</b>		CLASSIFICATION TITLE <b>INFORMATION TECHNOLOGY SPECIALIST I</b>			
		WORKING TITLE <b>INFORMATION TECHNOLOGY SPECIALIST I</b>			
		TIME BASE / TENURE <b>FULL TIME / PERM</b>	CBID <b>R01</b>	WWG <b>E</b>	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION <b>Birkmont Drive, Rancho Cordova</b>		INCUMBENT		EFFECTIVE DATE <b>11/27/2023</b>	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are 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. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
<b>DIVISION OVERVIEW</b>					
Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology (IT) services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support.					
<b>GENERAL STATEMENT</b>					
Under direction of the Information Technology Manager I (ITM I), the incumbent performs at the master level of this career series, the incumbent has the responsibility to make decisions and recommendations to establish organization wide policies and standards for the most complex database systems that support the Department's mission-critical communication and information applications. The incumbent may be responsible for 24 x 7 hour support to troubleshoot the more complex problems and issues. Incumbent will lead and direct the most complex projects, which includes troubleshooting, monitoring, enhancement, and maintenance of the supporting reporting servers of the Department's critical applications, as well as reviewing installation, tuning, and ongoing maintenance of these reporting environments. Incumbent formulates strategic planning activities and acts as a consultant to other application staff, network staff, system administration staff, vendors, and agencies as the recognized technical specialist for the Department's Database Administration. Incumbent also participates as the top independent technical specialist in the analysis and planning of server configurations and enhancements for in-house and external clients. Incumbent provides support for all phases of end user device life cycle management including procurement, deployment, installation, configuration, maintenance and operations, and surplus. The incumbent collaborates with peers and management to update and recommend standards, processes and procedures, and technology practices. The incumbent also performs functions including, but are not limited to, researching, writing, reporting, presenting, etc.					
<b>INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS</b>					
<b>X</b>	Business Technology Management	<b>X</b>	Client Services	<b>X</b>	Information Security Engineering
<b>X</b>	Information Technology Project Management	<b>X</b>	Software Engineering	<b>X</b>	System Engineering
% 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.				
<b>35%</b>	<b>OPEN SOURCE DATABASE ADMINISTRATION</b>				

	<ul style="list-style-type: none"> <li>• Provide database administration activities for open source databases (Ex: PostgreSQL, MySQL);</li> <li>• Install, configure, patch and upgrade open source database Servers.</li> <li>• Manage database backups and restores using Rubrik and other backup tools.</li> <li>• Perform system administration activities, event log monitoring and resolution, performance optimization on daily basis;</li> <li>• Research and perform version upgrades, new installation, patches, migrations and decommissioning legacy systems;</li> <li>• Maintain database security on migrations, create and maintain security roles;</li> <li>• Manage databases in Azure and AWS cloud environments;</li> <li>• Implement security measures for server/database systems;</li> <li>• Understanding of Change Management, Configuration Management, and Release Management processes;</li> <li>• Train/Mentor other staff members.</li> </ul>
<b>30%</b>	<p><b>DATABASE HIGH AVAILABILITY, PERFORMANCE TROUBLE SHOOTING &amp; MONITORING</b></p> <ul style="list-style-type: none"> <li>• Troubleshoot database, performance, firewall and network connectivity issues;</li> <li>• Perform system administration activities, event log monitoring and resolution, performance optimization on daily basis;</li> <li>• Work closely with Other DBAs, Network Administrators, System Administrators and Report developers to identify, troubleshoot and resolve issues;</li> <li>• Setup high availability for open source databases.</li> <li>• Setup different alerts for database services monitoring and disk monitoring.</li> <li>• Scan open source database servers for vulnerability and fix the vulnerability issues.</li> </ul>
<b>20%</b>	<p><b>ENCRYPTION, SECURITY &amp; SCRIPTING</b></p> <ul style="list-style-type: none"> <li>• Make sure that all databases are encrypted.</li> <li>• Make sure that all databases and database servers are meeting the security standards.</li> <li>• Develop different scripts in PowerShell/Python for reporting the statue on encryption and security.</li> </ul>
<b>15%</b>	<p><b>PROJECT MANAGEMENT, TRAINING AND STAKEHOLDER ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Plan, organize, and oversee special information systems projects.</li> <li>• Participate in the planning of Information Systems for the Institution and provide technical guidance and direction to institution management.</li> <li>• Participates in Change Control Board and Release Control meetings.</li> <li>• Complete mandatory trainings required by CDCR.</li> </ul>

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- The consequence of error at the Specialist I level may result in loss of data, user dissatisfaction, and impact to the organization, project, or work unit, and related support units. Consequences include operational down time, loss of business continuity, and poor customer service and performance.

**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.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

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- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE