

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification IT Specialist I	Working Title SQL Server Database Specialist
Name of Incumbent	Position Number 280-353-1402-075
Section/Unit Enterprise Application Services / SQL Server Database Group	Supervisor's Name
Division Infrastructure Service Division	Supervisor's Classification Information Technology Manager I
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 1/30/2019

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input checked="" type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

May be required to move certain equipment. Some travel may be required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Business Technology Management | <input type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input checked="" type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> System Engineering |

Under direction of the Information Technology Manager I (ITM I), the Information Technology Specialist I (ITS I) serves as an Engineer on systems software / hardware projects, and/or on information systems, in EDD's Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems. As a technical specialist, the incumbent may also mentor less experienced staff and oversee complex systems, studies and analysis in support of the continued development of the Client Solutions Section and the SQL Service Database Group.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused, service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity and coordination for larger impact as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to

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perform tasks with little assistance and an incumbent who has reached Range C should be able to perform the task independently, and assist newer staff in the process as needed.

Summary Statement (Briefly describe the position's organizational setting and major functions)

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
45%	<p>Performs and leads Engineer level technical tasks in engineering and support of the Infrastructure Services Division's lines of business. Responsibilities include, but are not limited to, maintaining technical expertise, as well as process development, improvement, maintenance, and support of the SQL Server Database Administrator, Embarcadero ERStudio Data Modeling tool, SQL Server Reporting Services Administrator, and SQL Server Integration Services support. This also includes capacity planning, performance tuning, and database backup and recovery. In addition:</p> <ul style="list-style-type: none">• Works collaboratively with the ITB Support teams to ensure the integration of the SQL needs of each group is met.• Troubleshoots application problems, system software problems, and system resource usage.• Tests patches and new releases of database management system software.• Maintains current knowledge in applicable systems and applications architectures, as well as, Microsoft development tools and technologies. These technologies include, but are not limited to, Visual Studio Team Systems, Team Database, and the Team Foundation Server for version control.• Ensures systems are monitored for resource usage and make recommendations concerning conservation of those resources.• Provides Technical Architect level technical support for resolving critical production failures.• Contributes to the team's integrated task management system that enables staff to effectively manage and provide status on their assigned workloads.• Maintains and improves technical skill sets to meet EDD's database administrator requirements.• Develops and improves positive relationships with our customers, colleagues, and vendors.
45%	<p>Performs Engineer level technical review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve the complex internal and external audit findings. Document completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors expectation.</p>
5%	<p>Invest in personal development through continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.</p>

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Percentage of Duties Marginal Functions

5% Performs other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Occasional (13-25%) Sitting: Frequent (51-75%)
Walking: Occasional (13-25%) Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time Bending/Stooping: 1-25%
Other: *Click here to enter text.*
Type of Environment: a. Cubicle b. N/A c. N/A d. N/A
Interaction with Public: a. N/A b. N/A c. N/A.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)
May serve as lead and mentor

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

Duties meet class specification and allocation guidelines.

CPU Analyst initials

Date approved

dmg

3/1/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

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**** AFTER SIGNATURES ARE OBTAINED:**

- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**