

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Information Technology Specialist I		DWR POSITION NUMBER 0530-1402-037	SAP POSITION NUMBER 50000572	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DTS-Enterprise Development & Database Services	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	<input checked="" type="checkbox"/> Rank and File BU: R01	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Rajaram Bondu	SUPERVISOR'S CLASSIFICATION Information Technology Manager I	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 04/09/2024	
<i>Percent of Time</i>	<i>Activity</i>			
30%	<p>POSITION SUMMARY</p> <p>Under the general supervision of the Enterprise Development and Database Services Manager, the position serves as a Senior Database Administrator. The position's duties and activities are performed primarily within the System Engineering technical domain. As a project lead and at the expert level, tasks include analysis, design, implement, maintain, and enhance relational databases in multiple environments, fulfill customer requests, monitor database activities, provide after hours support on an as-needed basis, and work closely with users, system administrators, database administrators, application developers and quality assurance staff to meet the needs of the Department. Incumbent must adhere to all departmental IT Governance Standards and IT Policies as set by the Department's Manager of the Division of Technology Services.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position requires that the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise good judgment; provide excellent service to internal and external customers; and complete assigned projects and tasks on time at a level commensurate with the position classification. The incumbent must demonstrate the following: respect for coworkers and managers by being courteous, considerate, and professional; openness and trust by being straightforward, listening respectfully, sharing information, and being receptive to new ideas; and accountability by taking responsibility for one's own actions/inaction and the subsequent outcomes.</p> <p>SPECIFIC DUTIES INCLUDE:</p> <p>Implement relational database transactions upon users request; create, remove and restructure more complex database schemas (includes packages, procedures, synonyms, indexes, constraints, and tables). Move data, review database logs, tune database to optimize performance, collect and monitor database performance measurements, monitor disk utilization, resolve data integrity</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Rajaram Bondu		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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20%	<p>problems, install new releases, maintain database rules, develop and maintain backup and recovery procedures, and recover data as required. Provide and maintain access to the database as required, implement and maintain security roles. Determine current and future database storage and resource requirements, working closely with users, developers and system administrators.</p>		
20%	<p>Design, implement, and document relational databases working closely with users and application development staff, adhering to DTS database and naming convention standards. Create and maintain more complex Entity Relationship Diagrams, Data Dictionaries, and Procedural Language/SQL scripts required to create or maintain the databases. Advise users and application developers on application design and implementation issues. Prepare recommendations, presentations, product demonstrations and decision-making analysis.</p>		
20%	<p>Migrate, upgrade, or transition relational databases to meet current standards, guidelines, and best practices. Present before Change Control Board, write and execute test plans, coordinate with IT personnel and customers, and revise or establish changes in standards and guidelines based upon outcome.</p>		
15%	<p>Participate in the development and maintenance of effective standards, guidelines, and templates. Upon request, perform technical research and develop issue papers to support these endeavors. Attend training to pursue career development opportunities. This may require driving a vehicle on public roadways. Perform special assignments as required.</p>		
15%	<p>Motivate and lead staff, users and customers in the accomplishment of project objectives and goals as well as excellent customer service delivery. Perform other related duties as requested by Division leadership, such as: prepare general administrative documents, and participate in special projects and committee work.</p>		
	<p>SPECIAL REQUIREMENTS</p> <p>Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required.</p>		

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	<p>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.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p> <p>May be required to work extended hours and travel to various locations throughout the State of California when requested.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> *Data management methodologies *Database administration *DDL and DML *Data administration *Data modeling *Information technology concepts, practices, methods, and principles *Systems analysis and design *Software and system development life-cycle principles *Software configuration *Systems integration *Project management *Business process re-engineering *Interpersonal skills *Effective communication (written and verbal) 		

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