Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	Mainframe Database Services Manager
NAME OF INCUMBENT:	POSITION NUMBER:
	280-350-1405-011
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Mainframe Services Section/Mainframe Database Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Application Services Division	IT Manager II
BRANCH:	REVISION DATE:
Information Technology	3/25/2025

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

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

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

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

☐ Business Technology Management ☐ IT Project Management ☐ Client Services
☐ Information Security Engineering ☒ Software Engineering ☒ System Engineering

Under general direction of the IT Manager II, the incumbent serves mostly in the Software Engineering and Systems Engineering Domains as the functional manager and as a technical manager in the Enterprise Database Services – Mainframe group, in support of the department's mission critical databases in a more complex technical environment. The incumbent is highly knowledgeable and applies that knowledge to plan activities within relational database systems areas. The incumbent directs the activities of Data Architects and Database Administrators (DBAs) responsible for the database development and mission critical database maintenance activities.

The incumbent plans long range DBA activities to ensure the database software is maintained

and up-to-date, ensure adequate database capacity is maintained, monitor proper performance related to projected and anticipated data and transactions growth, design proper interfaces with other systems that are developed and maintained, provide technical solutions that are consistent with the Department's and Branch's strategic direction, and keep management informed of changes required to support the on-going systems and meet the needs of the department.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

Works collaboratively with the Application Services Division management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

Percentage of Duties	Essential Functions
35%	Supervises technical specialists who provide data architect and database administration services in the more complex technical environment that supports the department's mission critical relational database management systems (RDBMS). Plans, directs, prioritizes, and monitors the database administration activities involving EDD projects and existing RDBMS. Guides, mentors and trains staff on-the-job to perform complex assignments. Oversees preparation of budget estimates, statements of work/need and justifications, and reimbursement invoices that support the projected mission/workload. The incumbent may direct and coordinate with vendors for contracted services. Oversees analysis and cost estimates developed in response to Legislative Analysis. Ensures all time frame and cost estimates are met; and that all sponsors and stakeholders are informed of plans, progress, and issues.
20%	Supervises and plans RDBMS activities, ensuring adequate database capacity is maintained, monitoring proper performance related to projected and anticipated data and transactions growth, designing proper interfaces with other systems that are developed and maintained, and providing technical solutions that are consistent with the departments and branch's strategic direction. The incumbent plans long range activities, ensuring projects remain on schedule and keeping management informed and apprised of changes required to support the on-going systems to meet the needs of the department.
20%	Provides guidance and direction for the design of new and/or additional database records and structures that will seamlessly integrate into the complex database structure. Consults and work with customers, project staff and other technical experts from other EDD and CA Dept. of Technology architectural domains on the design, implementation, test, evaluation, and maintenance of a variety of database systems software, database administration tools, system support utilities, and performance monitoring tools. This includes, but is not limited to, directing the performance of logical and physical database design in a multiple database environment; development, testing, and implementation of database maintenance plans; and the development of backup and recovery procedures.

10%	Provides guidance and direction to the application development team, system administrators, data architects, DBAs, and the data center staff to troubleshoot, analyze and resolve production database issues and database connectivity problems; and optimize system performance. Ensures problems encountered are resolved quickly and the quality and performance of database systems meet the customer's service level agreement. Coordinates and collaborates with EDD Information Security Office to ensure proper security is in place for the databases and data access.
10%	Develops staff and carries out department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status reports. The incumbent demonstrates knowledge on laws, rules, regulations, and policies including but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant to their lines of business.
Percentage of Duties	**Marginal Functions**
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☐ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

5- IT Specialist I, 5-IT Specialist II (1 ITS II Retired Annuitant)

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:

Employee's Signature: Date:

Civil Service Classification	Position Number
	280-350-1405-011

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:	
Supervisor's Signature:	Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

	CPG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	nsw	9/24/2025

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:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file