

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
TECHNOLOGY SUPPORT BUREAU
STRATEGIC TRANSPORT & TECHNOLOGY SERVICES BRANCH
DATABASE & IDENTITY MANAGEMENT ADMINISTRATION UNIT**

JOB TITLE: Information Technology Specialist I (ITS I)

POSITION NUMBER: 420-XXX-1402-XXX

INCUMBENT: Vacant

PRIMARY DOMAIN: System Engineering: The development and maintenance of systems discovery and optimizing, maintaining performance and functionality of a defined system.

STATEMENT OF DUTIES: Under direction of the Information Technology Manager I (ITM I), the incumbent performs at the expert specialist level of this career series to design, modify, install, test, and evaluate complex database software, and acts as lead on projects involving area of responsibility. Acts as consultant to other technical data processing personnel in solving more complex database system problems and achieving the best use of resources available. The incumbent works independently as a high level technical specialist or as a team lead on complex systems assignments. The incumbent will be responsible for 24 x 7 support to troubleshoot the more complex problems and issues.

SUPERVISION RECEIVED: Reports directly to the ITM I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended period of time and to lift, carry, and move up to 20 pounds.

TYPICAL WORKING CONDITIONS: This position is designated for telework under Government Code 14200 for eligible applicants residing in California but requires reporting to headquarters or field offices and facilities as needed. Telework does not change the terms and conditions of employment, the essential functions of job duties, or required compliance with DOJ policies.

ESSENTIAL FUNCTIONS:

50% Technical Services

Acts as project lead that includes the planning for the database systems design, installation, modification, and evaluation activities. Acts as project lead that includes the configuration of database compatible software to meet complex and critical system needs. Analyze and resolve the more complex database failures and software problems. Install and maintain various database software packages on Linux, Windows, and UNIX operating systems. Research the more complex software compatibilities and recommend the direction for implementation of

various software components. Create and update system documentation. Track database software usage and server specific information from all supported servers and maintain a database for quick identification and licensing purposes.

35% Consultation Services

Evaluate and recommend database clustering solutions on how to best fulfill project business requirements. Provide technical assistance to section members, data center personnel and clients. This includes the integration of database systems, third party software, and local code development by both vendors and Departmental staff. Perform expert level analysis to determine system efficiency and make recommendations for changes to optimize system performance.

10% Training

Participate in technical studies/projects having statewide, multidepartment or major program impact. Develop and provide training to section, bureau, unit, and other data center personnel regarding area of responsibility.

5% Marginal

Other related work.

Core Competencies:

- Knowledge of the database software installation, configuration and administration tasks.
- Knowledge of Oracle RAC installation, configuration and administration.
- Knowledge of Oracle Database, Microsoft SQL server, and MariaDB server administration.
- Knowledge of the configuration, installation and administration of database clustering technologies.
- Knowledge of system scripting languages such as KORN, BASH, PERL, or PowerShell
- Basic understanding of Unix, Linux and Windows Operating Systems.
- Knowledge of database Networking.
- Knowledge of database security.
- Knowledge of database performance tuning.
- Knowledge of database backup and recovery.
- Knowledge of analytical techniques.
- Knowledge of Microsoft Office products, Word, Excel and PowerPoint for documentation, tracking and giving presentations.
- Ability to establish and maintain effective working relationships.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date