STATE OF CALIFORNIA
Franchise Tax Board

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2526-00657	Effective Date
Classification Title Information Technology Associate	**Position Number** 564-271-1401-001
Working Title UNIX/LINUX/OCP Server Administrator	**Bureau and Section** Infrastructure Services Bureau Server Engineering Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general supervision of the IT Manager I, the UNIX/LINUX Server Administrator provides a variety of recurring, well-defined tasks requiring occasional innovative problem-solving to support for UNIX/LINUX server administration, network systems and server hardware and software support activities, installations, maintenance, and troubleshooting, as well as being a resource for technology projects. This is in support of systems and servers necessary to operate FTB's computerized systems. Duties extend to providing support for the planning, acquisition, and research and evaluation of new technologies for use within the current and/or future operational programs. Develop management reports related to performance. All duties are performed within the framework of the department's mission and values. The position provides services which encompass the IT domain of System Engineering.

The UNIX/LINUX Server Administrator may be assigned as a project member to participate in a variety of working environments and projects of varying sizes; including co-location with the project team on large systems development projects. The associate works with staff of all levels and technical abilities from within the Technical Services Division and the business customers to provide technical skills and project support with a focus on excellent customer service. All duties are performed within the framework of the department and the Infrastructure Services Bureau's mission and values. The UNIX/LINUX Server Administrator must be flexible and able to adapt to changing priorities.

Essential Functions

Percentage	Description

50%	Assist the UNIX/LINUX/OCP team, network server, performs support and maintenance on server hardware and software; maintains network server documentation; participates as a team member on network and server technical design and capacity planning activities. Assists the project leaders to create project plans, assist architect and develop system designs, and provides support services for the implementation of servers, services, and applications. Suggest changes that will improve the performance of UNIX/LINUX/OCP server administration, network operating systems and client/server application software in the FTB network environment. Assists the specialist with day-to-day planning related to the operations of the Unix/Linux/OCP environments and network servers. Provides hands on assistance on problems and issues reported to the help desk and related to the network server support functions. These duties listed above are in association with maintaining services and operations of FTB computerized systems.
40%	Implements resources for the UNIX/LINUX/OCP Server Management Section and helps configure and troubleshoot problems with efforts requiring coordination. Assists in the development of network server policy and standards. Performs product testing and evaluations, and provides analysis for the introduction of new technology in ways to support FTB IT operational excellence. Maintain knowledge and awareness of electronic information processing products and relevant support issues.

Marginal Functions

Percentage	Description
10%	Actively participates on departmental and division-based management teams as required. Liaison with other branch personnel and vendors in the area of network support, equipment acquisition and product evaluation with respect to electronic information processing. Provides day-to-day on all other technical support within the section as needed. Interacts with all levels of department personnel regarding existing and emerging technology.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date

STATE OF CALIFORNIA
Franchise Tax Board

DUTY STATEMENT

Request for Personnel Action (RPA) Number	Effective Date
ERPA-2526-00657	

Classification Title	Position Number
Information Technology Specialist I	564-271-1402-XXX

Working Title	Bureau and Section
UNIX/LINUX/OCP Server Administrator	Infrastructure Services Bureau Server Engineering Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the direction of the Information Technology Manager I, the UNIX/LINUX/OCP Server Administrator provides support for UNIX/LINUX/OCP network systems and server hardware and software support activities, including server configurations, installations, maintenance, and troubleshooting, assigning workload with the team, as well as being a resource for technology projects. Duties extend to providing support for the planning, acquisition, and research and evaluation of new technologies for use within the current and/or future operational programs. Duties include leading technical teams as directed by management. Develops management reports related to performance and workload statistics. All duties are performed within the framework of the department's mission and values. The position provides services which encompass the IT domain of System Engineering.

Essential Functions

Percentage	Description
50%	Performs support and maintenance on complex server hardware and software; maintains network documentation; and participates as a team member on UNIX/LINUX/OCP server support, complex network and server technical design, and capacity planning activities. Serves as project leader, creates project plans, helps architect and develop system designs, and provides support services for the implementation of servers, services, and applications. Makes recommendations

	and implements changes that will improve the performance of complex network operating systems and client/server application software in the FTB UNIX/LINUX/OCP server support, network environment. Oversees and performs day-to-day planning related to the operations of the UNIX/LINUX/OCP server support unit. Provides hands on assistance on complex problems and issues reported to the help desk and related to the network support functions.
40%	Acts as a technical resource for the Server Management Section and helps with solving complex problems or efforts requiring high levels of coordination. Leads or assists in the development of network server policy and standards. Researches new technology, performs product testing and evaluations, and provides analysis for the introduction of new technology. Maintains knowledge and awareness of electronic information processing products and relevant support issues. Acts as team leader and servers as a technical specialist monitoring the workload, coaching and mentoring staff; and providing status reports to management. Adapts to changing priorities maintains flexibility to meet operational needs with adjustments to work schedule including occasional off-hours and on-call support.

Marginal Functions

Percentage	Description
5%	Actively participates on departmental and division-based management teams as required, and represents the department in interactions with other state agencies and various representatives of the vendor community on industry standards and trends. Liaisons with other branch personnel and vendors in the area of network support, equipment acquisition and product evaluation with respect to electronic information processing. Participates in on-call rotations and provides day-to-day technical support as needed.
5%	Interacts with all levels of department personnel regarding existing and emerging technology. Evaluates and makes recommendations on the use of new technology in branch operations (consistent with division/department long-range plans).

Employee:

I confirm that I have read and understand the described duties and functions of this position.

_____   _____   _____
Name (Print)   Signature   Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)   Signature   Date