



Duty Statement

Classification: **IT Specialist II**

Position Number: **275-811-1414-031**

HCM#: **3774**

Branch/Section: **Information Technology Service Branch/ Enterprise Solutions Development Division/ Business Application Support Services/ Enterprise Resource Planning Support**

Location: **Sacramento, CA**

Working Title: **Enterprise Resource Planning Technical Lead**

Effective Date: **March 12, 2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: **Yes** **No**

Telework: **Office-Centered** **Remote-Centered** **Not Eligible**

Information Technology Services Branch (ITSB) provides the technology services that support the CalPERS line of business. The branch consists of a data center, application and web development, and business team leaders. ITSB is committed to providing technical leadership and strategic partnership to all CalPERS program areas.

The Enterprise Solutions Development Division (ESDD) is responsible for application architecture, application development, maintenance of custom business solutions, and integration with commercial off-the-shelf software. ESDD leverages rapid application development techniques for implementing innovative solutions in support of enterprise operations and business needs. Within ESDD, the Business Application Support Services (BASS) section is responsible for major facets of the software development lifecycle including business analysis, user experience and interactive design, user research, development, and quality assurance for CalPERS systems, websites, and applications.

Under general direction of the Information Technology (IT) Manager I, within the ESDD, Enterprise Resource Planning (ERP) Support, the IT Specialist II (IT Spec II) performs the duties listed below. The IT Spec II position provides technical expertise in software engineering, application development, and infrastructure support for CalPERS' ERP applications, including Oracle Cloud/Fusion and PeopleSoft Financials and Supply Chain Management. The incumbent acts as a senior technical lead, coordinating with team members, vendors, and stakeholders to implement, monitor, and optimize business processes and technology solutions..

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

- 40% Onsite¹ and virtually, Application Development and Support – Serves as the senior technical lead and subject-matter expert (SME) for ERP applications by performing application development, formulating long-term strategies, improving business processes, infrastructure automation, and providing product support. The IT Spec II will oversee the technical implementation and integration of new technologies, specifically in the software engineering domain with cloud-architected solutions. These technologies include Oracle Cloud/Fusion, software-as-a-service, on-premises Oracle PeopleSoft Financials and Supply Chain Management (FSCM) application and infrastructure support, programming languages, structured query language, database integration, and monitoring tools. Leads the development of new user-training modules for new application features and functionality to ensure effective adoption by end users. Establish workflows for team members and developers when deploying new technologies in the software engineering domain to ensure efficient implementation and collaboration. Collaborates and coordinates with vendors and consultants to troubleshoot technical issues impacting ERP applications, ensuring resolution and system reliability. Performs regular knowledge transfer sessions to ensure team members are informed of new technologies, processes, and best practices. Monitors the progression of new feature and functionality requests with cloud vendors to ensure that incidents are responded to, specifically Oracle Support patches and releases related to FSCM. Works with customers and business partners to gather requirements, perform level-of-effort, and monitor the progression of code releases to meet business needs. Works with stakeholders to establish prioritization of application business processes for Human Resources and Financial groups, ensuring alignment with organizational goals.
- 30% Onsite and virtually, Infrastructure Support – Serves as cross-functional lead and SME for complex infrastructure work with ITSB and cloud vendors. This includes ensuring all security policies, best practices, system testing, adhering to CalPERS releases procedures. Proposes risk analysis, avoidance strategies, and mitigation steps to ensure uptime and reliability of ERP applications and infrastructure. Proactively monitors and identifies threats to ERP applications, including load-balancing, denial of service, intrusion, and reviews application logs to maintain system security. Coordinates technical tasks, activities, and validations with team members within ITSB.
- 10% Onsite and virtually, Leadership and Communication – Leads technical projects and tasks in coordination with customers in Human Resources and Financial groups to successfully review and deploy new features and functionality into non-prod and production environments. Provides communication to customers and leadership regarding production outages, including analysis. Performs root-cause analysis, tracks defects, and maintains a technical historical documentation library. Assists project sponsors, IT senior team leaders, and team leaders in preparing recommendations, presentations, and critical decision-making.
- 10% Onsite and virtually, Mentoring – Leads review and optimization of programming and code release sessions to ensure application performance standards are maintained, including stabilizing projects and tasks for on-premises infrastructure and integrations from cloud vendors. Recommends technical training for team members.
- 5% Onsite and virtually, Research – Researches and reviews industry trends, emerging technologies, and innovation opportunities for software engineering, cloud services, infrastructure, automation, and backup and recovery to inform future strategies.

5% Onsite and virtually, Support – Provides weekend and after-hours coverage as needed and performs other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

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

Employee Name (Print)

Employee Signature: _____ **Date:**

I certify that the above accurately represents the duties of the position.

Supervisor Signature: _____ **Date:**