

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist II	PRIMARY DOMAIN Software Engineering	WORKING TITLE Senior Database Administrator	
DIVISION/OFFICE/UNIT Technology Services Division/GIS and Data Services Section		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/ BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act as lead	
INCUMBENT	POSITION NUMBER (Agency-Unit-Class-Serial)		

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Information Technology Manager I, the Information Technology (IT) Specialist II acts as the high-level technical expert for the overall design, implementation, maintenance, and performance of the organization's databases. The IT Specialist II works closely with other IT staff and business units to ensure database systems are highly available, secure, and scalable.

The IT Specialist II provides leadership, planning, development, maintenance, and technical support for data and database administration in a complex, enterprise-wide database, and applications environment. The IT Specialist II is responsible for the technical specification related to the interoperability and functional integration of CDTFA data on multiple platforms and database and development languages. The IT Specialist II is knowledgeable in the current technologies employed by CDTFA and is able to provide input for future direction and strategic information technology planning.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
55%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Database Infrastructure Design, Implementation and Support</p> <ul style="list-style-type: none"> • Designs and implements highly available and secure database solutions in SQL Server and PostgreSQL, including database and database infrastructure installation and maintenance, system backup and recovery strategies, data replication, and disaster recovery plans. • Designs and implements database infrastructure in compliance with CDTFA's technical standards. • Works closely with application development teams to ensure database design and performance considerations are part of the development process and meet business needs. • Works with IT infrastructure teams to ensure database systems are secure and integrated with other systems. • Provides consultation and support regarding enterprise related strategies and development efforts such as data warehousing, business intelligence. • Participates in the development of database security strategies, processes, standards, and best practices.
40%	<p>Database Administration</p> <ul style="list-style-type: none"> • Develops, implements, and maintains database security policies and procedures to protect sensitive data and ensure compliance with CDTFA regulations. • Monitors database performance and proactively identifies and resolves performance bottlenecks and other issues. • Develops and maintains database documentation, including data dictionaries, schema diagrams, and other technical documentation. • Leads and mentors other IT staff, providing guidance and best practices to ensure consistent and high-quality database services. • Designs and implements data interoperability using ETL and APIs to exchange CDTFA data between databases and applications internal and external to CDTFA's secure environment.

5%	<ul style="list-style-type: none"> • Provides direction and support for data and database operational recovery. • Manages capacity planning for distributed databases. • Evaluates and implements database management and performance monitoring/tuning tools. • Provides expert assistance in troubleshooting the most complex database, and application environment problems. • Recommends policies, procedures, and tools for creating, classifying, and accessing data. • Establishes control criteria for updating, accessing, and distributing CDTFA data. • Leads technical staff, business staff, system designers, and management to establish the entities, entity relationships, and business requirements/rules for the data and entities. • Documents database and system changes in CDTFA's change management system • Ensures that repository data is available to all users with legitimate need. • Provides technical direction and training to journey-level staff involved in database/object administration duties. • Evaluates, plans, and manages database system software upgrades. • Researches and recommends DBMS related current trends, technologies, and toolsets to best support the agency's goals & missions. <p><u>MARGINAL JOB FUNCTIONS</u></p> <ul style="list-style-type: none"> • Performs other job-related duties as required • Prepares correspondence relating to assignments • Assists in the development of standards • Prepares special reports
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WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Position may be located in a secure high-rise building.

Physical Abilities:

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Additional Requirements/Expectations:

- Communicate with professionalism, tact, and diplomacy, both orally and in writing to technical and non-technical peers, customers, and business partners.
- Work long or irregular hours as required.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: 01/09/2026	C&P Analyst Initials: LLM
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