



HOW WILL YOU SPEND YOUR FUTURE?

PROPOSED

CURRENT

DUTY STATEMENT

EFFECTIVE DATE

BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 640 - 1402 XXX
DIVISION/UNIT BenefitConnect/Production and Test Team	CLASS TITLE Information Technology Specialist I
INCUMBENT NAME Vacant	WORKING TITLE Release Management Analyst

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the Production and Test Manager, Information Technology Manager I (ITM I), the Release Management Analyst, Information Technology Specialist I (ITS I), will coordinate and oversee environment changes related to testing and releases, ensuring that all deployments meet quality standards before being made available to users. The Release Management Analyst will represent CalSTRS’ interests in release management, collaborating with cross-functional teams, and coordinating various deployment schedules across multiple environments. Additionally, the resource will document risks and issues, assess the impact of changes, and serve as a communication point for application events and updates throughout the BC program life cycle.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Plan and coordinate the release management process, which includes leading the environment’s schedule and changes for testing and releases. Ensure all releases adhere to the established quality standards before being deployed. Create and manage release schedules, coordinate deployment windows, and address any issues that arise during or post-deployment. Work closely with project teams to ensure that deployment adheres to the planned timeline and that any issues encountered are prioritized for remediation. Update the release management schedule and communicate any changes to relevant stakeholders to maintain alignment across teams.
30%	Perform technical execution of release management tasks, including builds using Azure DevOps Git to deploy applications built on Microsoft technology such as C#/I.Net. Deploy applications across various environments, including development (DEV), system integration test (SIT) user acceptance testing (UAT), staging, and production to ensure that each stage is managed effectively. Conduct Structured Query Language (SQL) data refreshes to maintain the integrity of database systems. Verify changesets and debug any failures that occur during builds or deployments by collaborating with cross-functional teams to identify solutions as needed.
15%	Risk management and communication. Document risks and issues associated with project releases by bringing awareness to the BC leadership team to help mitigate potential release conflicts, cost overruns and impacts. Assess the impacts related to release/deployment requests and changes related to production, operating systems, application databases, and batch job schedules. Represent the BenefitConnect division during CalSTRS’ Change Advisory Board (CAB) meetings, submit change requests and serve as a key communication point for application environment events. Coordinate activities related to disaster recovery and maintain communication with stakeholders to ensure that the BC program aligns with business continuity goals.
15%	Collaborate with the XAqua Artificial Intelligence team to design, develop, and deploy innovative AI initiatives pertaining to release and deployment initiatives. Coordinate with cross-functional teams to ensure that the AI solutions align with business objectives and are seamlessly integrated into existing applications. Coordinate the timely delivery of such projects, plan for testing strategies, and facilitate deployment while monitoring performance to refine solutions based on user feedback. Lead the successful implementation of AI initiatives that deliver significant organizational value for release management.
5%	MARGINAL FUNCTIONS Actively support organization policies and objectives. Develop rapport with key organization peers and builds mutual understanding of functional interdependencies.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication

- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e., Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED