

Proposed



OFFICE OF THE INSPECTOR GENERAL
**Database Developer Information Technology Specialist I
Duty Statement**

Classification Information Technology Specialist I	Working Title Database Developer
Office/Unit/Section Information Technology Unit	Team Development
Region Headquarters	Geographic Location Sacramento
Position Number 297-001-1402-005	Effective Date TBD
Incumbent VACANT	

SECTION A: GENERAL DESCRIPTION

Under the direction of the Information Technology Manager I (ITM I), the Information Technology Specialist I (ITS I) Database Developer performs activities in the domains of systems and software engineering.

The ITS I is responsible for all database administration (DBA) and moderate development of complex enterprise solutions. This includes analysis, design, development, testing, delivery, support, ETL, and ad-hoc data requests.

To support the system, the incumbent leads daily database operations including monitoring, troubleshooting, triaging, and resolving issues or requests as needed.

The position supports security measures and best practices to protect technical assets, from unauthorized access and potential threats, and collaborates with staff to provide best in class solutions.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

40%	(E) - Administer enterprise database server environments, including installation, configuration, patching, and version upgrades. Design, develop and maintain enterprise-wide database architecture to support scalability, reliability, and performance. Implement database security controls, encryption, auditing, and access management in compliance with standards and regulations. Perform database tuning, query optimization, and troubleshooting complex issues. Develop and manage database backup, archiving, replication, and disaster recovery strategies. Conduct ongoing database health checks, capacity monitoring, and resource utilization analysis. Lead and execute database migrations, schema changes, and environment refreshes across all environments. Provide support for requests on data such as analysis, extraction, or remediation on scheduled and ad-hoc data requests.
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	Conduct long-term capacity planning, resource forecasting, and workload analysis for database platforms. Design and develop ETL processes, data pipelines, scheduled jobs, and integration routines. Create and maintain logical and physical data models to support system and analytical needs. Support modernization efforts including server upgrades, schema optimization, and platform enhancements.
30%	(E) – Participate in the development and maintenance of applications using PHP, javascript, css, and similar web-based technology. Troubleshoot, debug, and support application components to ensure operational continuity. Build and maintain application data-access layers and writes optimized SQL queries, stored procedures, and functions. Participate in all phases of the SDLC, perform unit/integration testing, and supports release deployments. Develop or modify Extracting Transforming and Loading (ETL) various sources of computer data for internal use. Assist with the design, development and implementation of components or interfaces needed to support efficient data exchange, . For all environments development includes coding, scripting, debugging, designing, testing, deploying, installing, configuring, and documenting processes, standards, changes, and plans.
20%	Lead meetings, projects, and collaboration efforts with business and technology teams to support secure and secure database and application operations. Lead, advise, and otherwise participate with project teams on database structure, scheme design, normalization, and optimized data access. Develop and maintain database documentation. Coordinates and monitors database projects by defining scope, timelines, and tracking progress to support project quality and on time delivery. Collaborates with stakeholders to translate organizational objectives into requirements, ensuring infrastructure capabilities and platform services consistently align with evolving business processes, compliance mandates, and strategic initiatives. This includes coordinating with internal teams, external vendors, and leadership to communicate service status, support stakeholder expectations, gather operational feedback, and ensure that all provided solutions consistently meet organizational standards for reliability, security, scalability, and user experience. Provide fact-based level of effort estimates, time commitments, statuses for implementation and delivery on development scope, quality and time. Collaborate with business partners, management, product and project managers, and other stakeholders for work reviews towards quality and compliance within unit standards and prepares various project or work status reports.
10%	Stay informed about the latest programming languages, frameworks, trends, tools, and methodologies in the field. Assess training needs related to the application of technology. Train team members on new enhancements and domain specific topics. Act as technical subject matter expert and provide technical support, troubleshooting, and training to end-users and support staff in using database administration and application development tools and enterprise software applications. Performs other duties as assigned.

SECTION C: SUPERVISION RECEIVED

The ITS I is supervised by the ITM I, Development Manager.

SECTION D: SUPERVISION EXERCISED

N/A

SECTION E: OTHER INFORMATION

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying this position has access to confidential or sensitive information and is expected to always maintain the privacy and confidentiality of such information.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification