

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Information Technology Specialist I	DIVISION NAME Information Technology Division
WORKING TITLE Server Administrator	OFFICE/SECTION/UNIT Infrastructure and Platform Services Office, Server Management Section
EMPLOYEE NAME VACANT	POSITION NUMBER 333-350-1402-060

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general supervision of the Information Technology Manager I, the Information Technology Specialist I provides high level technical leadership and expertise in server administration. The incumbent leads the server hardware and software evaluation, installation, configuration, test, documentation, maintenance and operations. The incumbent provides expert level technical expertise, advice and guidance to IT staff and is responsible for the installation, configuration, testing, maintenance and troubleshooting of the more complex IT systems as well assisting Financial Information System for California (FI\$Cal) teams with any issues encountered by the use of the aforementioned systems. The incumbent is responsible for supporting the entire FI\$Cal with IT services from the planning through operational phases of the FI\$Cal system implementation.

SUPERVISION RECEIVED

The Information Technology Specialist I reports directly to the Information Technology Manager I.

SUPERVISION EXERCISED

The Information Technology Specialist I has no direct supervisory responsibilities. The incumbent may act as a team lead as directed by the Information Technology Manager I.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
45 %	Systems Administration, Maintenance and Support • Provide oversight and support for the system integrator on FI\$Cal solution at both production Gold Camp Data Center and the Vacaville backup data centers. • Provide oversight and support for cloud computing such as on Microsoft Office 365, Amazon Web Services, or Oracle Cloud Infrastructure. • Provide oversight and support for FI\$Cal office and its disaster recovery site at the Gold Camp Data Center. • Participate as a Deliverable Review Team member on System Integrator Contract Deliverables. • Install, configure, test, document, monitor, maintain and support server hardware, storage, operating system(s), tools and complex applications. • Provide expertise for Active Directory services and server virtualization software (VMWare/Oracle Virtual Manager) including analyzing, evaluation, installation, configuration, documentation, training, maintenance, operations, and resolve the more complex issues. • Demonstrate higher proficiency in installing, configuring and troubleshooting the following technologies and protocols: ○ Blade servers ○ Operating Systems (Windows Server 2016 or newer) ○ Active Directory ○ Remote Access (VMWare Virtual Desktop Infrastructure) ○ Dynamic Host Control Protocol ○ Domain Name Services ○ File and Print services ○ Data backup and recovery – Rubrik ○ Server Virtualization (VMWare vSphere 5.x or newer) ○ Storage Area Network (Pure) ○ Windows PowerShell • Manage the hardware and software life cycle including inventory, reporting, and end of life refresh for all servers and Storage Area Network (SAN) Arrays. • Provide expert level technical support to the Help Desk, including troubleshooting user operating problems, application problems, system configuration issues and malfunctions, and network operating problems. • Establish and maintain data backup procedures.

35 %	Systems Analysis, Design, Test and Implementation • Provide expert level technical expertise for Active Directory services and server virtualization software (VMWare/Oracle Virtual Manager) including evaluation, design, installation, and configuration and documentation; make recommendations to management as needed. • Analyze, design, install, configure, test, document, implement server hardware, software, tools and complex applications. • Evaluate, design, test and implement blade servers, operating systems, Active Directory, remote access solutions, data backup recovery solutions, and virtualization software. • Develop, test and implement difficult and complex configurations for all servers and SAN Arrays. • Perform research and provide expert level technical recommendations regarding the more complex system enhancements and new technologies to management.
15 %	Documentation and Training • Lead the development and maintenance of systems documentation for servers, SAN Arrays and their more complex support systems, environment, devices and applications (e.g., Active Directory, Dynamic Host Control Protocol, Solarwinds , virus protection, software patching, etc.) including configuration, change and release management. • Conduct training to co-workers including technical and business staff on server administration. • Facilitate presentations related to server administration to staff, management, and business partners when necessary.
% OF TIME	<u>MARGINAL FUNCTIONS</u>
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES:

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts

used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, telephone, computer and general office equipment, as needed. This position requires use of a hand-cart to transport documents and/or equipment up to 20 pounds (i.e., laptop computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

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

Hiring Manager Signature

Date

HR Analyst AR

Date Revised: 8/3/2026