



Duty Statement

Classification: **Information Technology Specialist II**

Position Number: **275-810-1414-020**

HCM#: **2059**

Branch/Section: **Information Technology Services Branch / Enterprise Solutions Development Division / Software Engineering Support Section / Middle Tier**

Location: **Sacramento, CA**

Working Title: **Application Infrastructure and COTS Specialist**

Effective Date: **August 19, 2026**

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

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ Office-Centered ☐ Remote-Centered ☐ Not Eligible

Enterprise Solutions Development Division (ESDD) is responsible for application architecture, application development and maintenance of custom business solutions, and integration with commercial off-the-shelf software. ESDD leads the 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. ESDD leverages rapid application development techniques for implementing innovative solutions in support of enterprise operations and business needs.

The Software Engineering Support Section (SESS) within ESDD is responsible for the business application architecture, design, development, testing, enhancement, and maintenance of commercial off-the-shelf (COTS) and modified-off-the-shelf (MOTS) applications and databases to mission critical systems across the CalPERS. The Information Technology (IT) Specialist II (IT Spec II) works in the Middle Tier Unit within SESS.

Under general direction of the IT Manager I, the IT Spec II works as an expert technical specialist supporting the most complex Custom-Off-The-Shelf (COTS) technical and business application product implementations. When required, the IT Spec II may also act as a team lead on the most complex COTS projects, i.e. those involving a large number of products to be configured and/or integrated, environment challenges such as limited resources, challenging service level agreements or competing customer schedules, or the implementation of new or leading-edge products. The IT Spec II position works primarily in the Software Engineering domain.

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, serves as an application COTS architect. Creates, provides and maintains documentation of application COTS environments including supporting standards, protocols, product limitations or workarounds and non-standard or enhanced configurations. Identifies new technology trends and opportunities by establishing and maintaining relationships with other organizations or companies utilizing COTS products as well as external vendors. Ensures best use of existing hardware and software assets by allocating these assets to fully utilize available capacity, reducing duplication and identifying opportunities for shared use. Reviews and approves proposed solution architectures and design specifications. Represents the application COTS area in CalPERS' Information Technology Governance, Product Standards Board and other enterprise planning and oversight groups by attending meetings, reviewing proposals, assessing products and providing input to policy development.
- 30% Onsite and virtually, performs strategic application COTS planning. Collaborates with enterprise architects in the development of application infrastructure strategic plans to support CalPERS' business initiatives. Works with stakeholders to align technology to business objectives by mapping these objectives to available services, identifying any gaps and recommending solutions. Develops solution cost, labor and time estimates for new initiatives by researching and evaluating industry experience, support standards, skill gaps and other relevant factors.
- 20% Onsite and virtually, serves as an expert application COTS administrator. Provides application server administration services on Linux and Windows servers as needed. Develops, tests and implements best practices, procedures, scripts, and checklists for installation, configuration and maintenance of the application COTS products. Monitors resource requirements and system availability per established benchmarks and service level agreements; recommend mitigation steps or improvements as needed. Builds images or packages for new products or new versions of existing products. Develops and/or reviews technical testing plans. Schedules and direct testing and deployment of product upgrades and patches. Advises team members in troubleshooting problems; resolve when needed.
- 5% Onsite and virtually, participates in team, project and other meetings as needed. Reports status to management.
- 5% Onsite and virtually, 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 represent the duties of the position.

Supervisor Signature:_____ **Date:**