

☒ PROPOSED☐ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 626 - 1402 - 060
DIVISION/UNIT Enterprise IT Solutions & Innovation / Solution Services / Release Management	CLASS TITLE Information Technology Specialist I
INCUMBENT NAME Vacant	WORKING TITLE Release & Environment Management Specialist
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 Release Management Manager, the Release & Environment Management Specialist is responsible for planning and executing software applications and shared services build and deployments to development, test, production, and disaster recovery environments. The incumbent works collaboratively with other Technology Services teams to ensure changes are introduced to our systems in a consistent, predictable, and (when possible) fully automated manner and systems continue to operate optimally, accurately, and as expected.	
% 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.
30%	ESSENTIAL FUNCTIONS Release Planning and Coordination Review and coordinate releases to ensure all required artifacts are complete and comply with Release Management processes and procedures within the CalSTRS System Development Life Cycle (SDLC) methodology. Review artifacts for completeness before they are approved for deployment to System Integration Test (SIT), User Acceptance Test (UAT), and Production environments. Plan and execute major, minor, and patch release packages while ensuring that all critical issues are communicated to the Release Management manager for resolution. Participate in the development and review of deliverable documents to maintain compliance with established SDLC and Project Management methodologies.
25%	Deployment Execution and Validation Execute system changes sequentially through SIT, UAT, and production environments. Perform builds, deployments, and configurations for C#.Net code, cloud-native developments such as AWS, and data platform objects and warehousing solutions like Snowflake. Review and approve build and deployment requests submitted as part of releases and perform necessary post-implementation validations. Monitor release pipelines and infrastructure to detect and address issues and utilizes tools like Postman to troubleshoot distributed application environments. Build, manage, and deploy Docker container images and orchestration configurations across environments to support consistent, reproducible, and scalable application delivery. Execute deployments of AI/ML inference services and performs post-deployment validation of model endpoints.
25%	Infrastructure, Environment, and Security Management Set up and maintain test and production environments across various networks, including Snowflake accounts and warehouses, alternate test environments for special projects, and vendor integrations. Provision and configure web, mobile, cloud, low-code/no-code, and data warehouse environments. Administer source code branching and merging, managing security access for source code management tools and data platform roles, and maintaining security certificates for web applications. Ensures that firewall rules and ports are properly established for application connectivity and that all activities comply with regulatory requirements and security standards.
15%	Automation and Continuous Improvement Create scripts using tools such as PowerShell, CloudFormation, Terraform, YAML, TypeScript, and SnowSQL to automate common tasks and database schema changes. Follow engineering guidelines and best practices, build deployment scripts and setup programs for various applications and shared services. Support the adoption of Infrastructure as Code (IaC) and configuration management tools like Terraform to automate provisioning tasks. Develop and maintain CI/CD pipeline stages for automated container image building, scanning, and promotion to streamline containerized application deployments. Performing analysis on troubleshooting and production changes to determine system impact, researching new approaches to IT service delivery, and staying informed about emerging trends in DevOps and cloud computing to recommend

innovative solutions. Assists in the assessment of new technologies by contacting vendors and participates in the development of requests for proposals (RFPs) and the evaluation of vendor products and services.

5%

MARGINAL FUNCTIONS

Participate in quality assurance reviews of code and documentation for other team members as part of the SDLC. Attend various operational meetings as a representative of the Release Management team.

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