



Classification: IT Specialist II  
Position Number: 880-280-1414-XXX

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

|                                                                                                       |                                                                         |                                                                         |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>RPA Number:</b><br>26-280-017<br>26-280-023                                                        | <b>Classification Title:</b><br>Information Technology<br>Specialist II | <b>Position Number:</b><br>880-280-1414-020<br>880-280-1414-010         |
| <b>Incumbent Name:</b><br>Vacant                                                                      | <b>Working Title:</b><br>Database Architect                             | <b>Effective Date:</b><br>TBD                                           |
| <b>Tenure:</b><br>Permanent                                                                           | <b>Time Base:</b><br>Full Time                                          | <b>CBID:</b><br>R01                                                     |
| <b>Division/Office:</b><br>Division of Information Technology / Business<br>Operations Support Branch |                                                                         | <b>Section/Unit:</b><br>Data Management Unit                            |
| <b>Supervisor's Name:</b><br>Vacant                                                                   |                                                                         | <b>Supervisor's Classification:</b><br>Information Technology Manager I |

|                                                    |              |
|----------------------------------------------------|--------------|
| <b>Human Resources Use Only:</b>                   |              |
| <b>HR Analyst Approval:</b> <i>Rebecca Ramirez</i> | <b>Date:</b> |

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| <b>General Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Under the direction of the Information Technology Manager I (ITM I) of the Data Management Unit (DMU) in the Division of Information Technology (DIT) and consistent with good customer service practice and the goals of the State and Regional Board's Strategic Plan, the incumbent works independently and within a team on complex enterprise applications. The incumbent will provide advanced services from IT domains, including Software Engineering, System Engineering, Information Security Engineering, Information Technology Project Management, and Business Technology Management. |



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## Position Description

The Information Technology Specialist II (ITS II) is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments. The incumbent serves as an advanced Data Architect, providing strategic leadership and development functions in data architecture in support of the agency's diverse enterprise data needs, including on-prem and cloud architectures using SQL Server and Snowflake, and transferring data using FiveTran, Databricks, and various ETL and ETL tools. The ITS II will lead data modeling efforts to establish an enterprise data architecture that streamlines data collection and reporting, using tools such as Power BI and Power Platform. The ITS II maintains the Microsoft SQL Server Databases and Azure SQL Databases and is responsible for leading, planning, directing, coordinating, implementing, and monitoring system functions. The SQL Server database software is used in shared VMware and cloud-based virtual environments. This position requires the ITS II to communicate effectively and professionally (verbally and in writing) with team members and customers.

## Essential Functions (Including percentage of time):

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 30% | Serves as a subject matter expert on operational service activities for system administration of all database environments, primarily SQL Server and Snowflake architecture. Assess technical change requests and document the technical scope of work, specifications, estimated level of effort, and resource requirements. Provide daily operational services for system administration of all database environments, including, but not limited to, performing software evaluations, upgrades, installations, patching, database backup, and recovery planning. Monitor system availability and performance. Troubleshoot, tune, and resolve system problems. Synchronize and refresh system environments for reporting, application development, and data ingestion. Create and maintain accounts and ensure the highest level of security to protect data integrity. Document, escalate, and coordinate service interruption issues with external technical support vendors and apply recommended solutions. The technologies used in the agency's complex systems include MS SQL Server, Azure SQL, Oracle, SSIS, SSRS, Snowflake, PL/SQL, JSON, XML, jQuery, and ASP.NET. This position will primarily support the MS SQL database infrastructure and Snowflake. |
| 25% | Lead technical database architect support services to program staff, DIT staff, vendors, and technical consultants on new system proposals and/or system enhancements to the agency's most complex custom application system solutions. Assess customer business problems and translate technical concepts into easily understood language. Provide technical training, mentoring, and knowledge transfer to DIT staff on all aspects of data architecture, systems analysis, troubleshooting, testing, implementation, maintenance, and operations of data management solutions. Work as a Project Lead on other special projects, and other duties appropriate to the classification. Perform and coordinate infrastructure system design, modifications, upgrades, and implementation to the SQL Server database on-prem warehouse and Snowflake data warehouse. Leverage advanced ETL (Extract, Transform, Load) and ELT (Extract, Load, Transform) tools—including FiveTran, Databricks, and other enterprise                                                                                                                                                                                                                                                       |



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|     | solutions—to design, build, and optimize data pipelines that facilitate efficient data movement and integration across both on-premises and cloud environments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 20% | Elicit and assess system functional and non-functional database project requirements. Use knowledge of project management principles and procurement methods, define the technical scope of work, specifications, estimated level of effort, and resource requirements. Define, coordinate, and lead the technical implementation planning with the DIT Project Management Office. Develop the technical aspects of budget proposals and the administration of technical procurements/contracts. Assess and plan for future database needs. Research and evaluate emerging database technologies and industry trends to identify better methods in data management and application development. Design, code, test, implement, and monitor complex enterprise database system solutions. Review the work of others (including peers, team members, and/or subordinates) to ensure quality. Ensure database compliance. Prepare and make presentations to diverse customers and stakeholder audiences. |
| 15% | Serves as technical enterprise system administration support of server operating systems, including Windows Server and Red Hat Linux. Provide fundamental troubleshooting, monitoring, and analysis as needed for operating system issues arising from daily operations in the production enterprise environment. Document, escalate, and coordinate service interruption issues with external technical support vendors and apply recommended solutions. Establish and enforce design and documentation standards for all enterprise Water Board large and complex database systems and server projects.                                                                                                                                                                                                                                                                                                                                                                                             |

**Marginal Functions (Including percentage of time):**

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| 5% | Provide technical training, mentoring, and knowledge transfer to DIT staff on all aspects of database system administration, data architecture, systems analysis, troubleshooting, maintenance, and operations of data management solutions. Attend regularly scheduled DIT staff meetings and training sessions. |
| 5% | Perform other duties as required.                                                                                                                                                                                                                                                                                 |

**Typical Physical Conditions/Demands:**

The job requires extensive computer use and the ability to sit/stand at a desk, utilize a phone and a keyboard for extended periods. Ability to lift and carry up to 20 pounds and to sit for long periods of time while also able to travel extended distances.

**Typical Working Conditions:**

The incumbent works in a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary when the department is mission-critical tasks.



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| Supervisor Statement                                                                                                                                                                                                                  |                      |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------|
| I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. |                      |      |
| Supervisor Name                                                                                                                                                                                                                       | Supervisor Signature | Date |
|                                                                                                                                                                                                                                       |                      |      |
| Employee Name                                                                                                                                                                                                                         |                      |      |
| Employee Name                                                                                                                                                                                                                         | Employee Signature   | Date |
|                                                                                                                                                                                                                                       |                      |      |