



Duty Statement

Classification: **Information Technology Specialist I**

Position Number: **275-810-1402-152**

HCM#: **3764**

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

Location: **Sacramento, CA**

Working Title: **Application Systems Administrator**

Effective Date: **September 1, 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 Specialist I (ITS I) works in the Middle Tier Unit within SESS.

Under direction of the Information Technology Manager I, this position supports application infrastructure and systems administration work within the Software Engineering Support Section of the Enterprise Solutions Development Division. The incumbent helps install, configure, maintain, and troubleshoot application environments on Linux, Windows, and cloud platforms, and supports automation, deployment, monitoring, and recovery activities. The position also provides technical input on product evaluations, upgrades, migrations, and training materials for team members. It works primarily in the Software Engineering domain and may serve in a lead capacity for assigned work within the unit.

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.

- 30% Onsite¹ and virtually, provide technical input on assigned projects within designated program areas by reviewing requirements, identifying infrastructure impacts, and documenting recommendations for the supervisor and project team. Research industry trends and review new products and services to prepare recommendations for consideration by the supervisor and project team. Support onboarding of team members by sharing information on software and system engineering tools and processes. Assist in developing training materials and exercises that reflect established standards and unit procedures. Contribute to system architecture design and enhancement by reviewing proposed changes and providing input within defined parameters. Identify infrastructure needs and prepare recommendations for technology, software, and implementation approaches consistent with approved practices. Assist in developing plans for product replacements, application upgrades, and migrations by gathering technical information and documenting implementation considerations. Provide presentations and updates to team members and supervisors regarding application infrastructure components, including issues, changes, and next steps. Coordinate assigned tasks and timelines within the unit and provide progress updates to the supervisor. Support runtime troubleshooting by collaborating with senior team members to identify issues, test fixes, and document results. Track project tasks to monitor schedules and deliverables and report status to the supervisor or project lead. Communicate project status, issues, and follow-up actions with project stakeholders as needed to support assigned work.
- 20% Onsite and virtually, perform application systems administration tasks on Linux, Windows, and cloud platforms under established standards by installing, configuring, monitoring, and maintaining assigned systems. Install and maintain vendor and custom software according to documented procedures. Apply software patches and coordinate testing of new releases. Document installations and maintenance activities in accordance with unit guidelines and recordkeeping requirements. Follow established procedures for backup, recovery, and disaster preparedness for assigned systems by executing required checks and recording completion.
- 20% Onsite and virtually, assist in developing and maintaining automation scripts and tools to support application lifecycle and configuration management activities on Linux, Windows, and cloud platforms. Document automation steps, test results, and deployment outcomes in line with approved practices.
- 20% Onsite and virtually, provide application support within assigned scope by responding to service requests, resolving assigned issues, and escalating complex problems as needed. Create user accounts and security groups in compliance with standards. Build, configure, and maintain application servers and services following documented configurations. Review

completed work for quality and adherence to procedures before submitting it for final approval, when required. Deploy approved applications, including both vendor-supplied and internally developed solutions, following established change management processes. Validate application functionality after patches, configuration changes, and releases.

- 5% Onsite and virtually, monitor system availability and performance within assigned environments using approved monitoring tools. Respond to escalated support requests by applying documented troubleshooting steps. Identify and address performance concerns using approved monitoring and troubleshooting tools. Configure alerts based on established thresholds. Document incidents and resolutions and share findings with the team.
- 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.
- After-hours and/or weekend work may be required.

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:**