

DUTY STATEMENT
DSH3002 (Rev. 11/2022)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date 08/05/2026	
Employee Name	Division Technology Services Division			
Position No / Agency-Unit-Class-Serial 461-120-1414-005	Unit Enterprise Application and Data Services Branch/Database & Analytics Support			
Class Title Information Technology Specialist II Working Title: Sr. Database Administrator	Location DSH-Sacramento			
Subject to Conflict of Interest ☒ Yes ☐ No	CBID R01	Work Week Group: E	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the general direction of the Enterprise Application and Data Services Branch, Database & Analytics Support Manager (IT Manager I), the Information Technology Specialist II (IT Specialist II) is responsible for database administration, data-centric application development and interdisciplinary collaboration. While maintaining the stability and accessibility of DSH data systems, the incumbent continually researches, evaluates and implements new and emerging technologies to meet DSH needs, vision and mission. The primary duties of the IT Specialist II lie within Database Administration and Systems Engineering domains of the IT Specialist II classification.				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
50%	As a senior level Database Administrator (DBA), the IT Specialist II is responsible for the architecture, development, implementation, deployment, operation and maintenance of databases and data warehouses both on premises and on the clouds. The incumbent monitors data system performance; optimizes queries; builds and tests backup and disaster recovery plans; discovers and resolves various database issues; enforces strict data access controls, data encryption and security auditing protocols; designs data flow and implements database replications; upgrades and patches database servers; migrates databases to new servers. The incumbent develops and maintains database triggers and procedures to verify data integrity, researches cause for missing, erroneous or inaccurate data, and recommends corrective actions to be taken. Maintains/facilitates proper and complete documentation for TSD Applications. Establishes and maintains database and coding standards keeping up with industry trends, best practices and emerging technology stacks. The incumbent serves in a lead role over subject matter experts (SME's) and Information Technology Specialist I staff, which requires expertise in DSH business, architecture, processes, programming, design, applications and data environments to implement the department's most complex projects/initiatives.			

30%	As a Technical Subject Matter Expert, the incumbent ensures the proper design, implementation and support of complex data integration services, data warehouse and data analytics projects including the design, implementation plan and support of an enterprise scale database architecture strategy, future state integration vision, and enterprise information management framework that will deliver maximum business value in support of (DSH's) strategic business objectives, mission and vision. Works with team members to implement data systems that present accurate, meaningful, real-time, interactive data for on demand reporting and self-service analytics. Applies industry and departmental best practices to all solutions to ensure continuity to existing applications, consistency of data across enterprise systems, promote data integrity and ease of use. Monitors and secures data following department guidelines and policies to ensure maximum protection of highly sensitive Protected Health Information (PHI) and Personally Identifiable Information (PII) data. Acts as a Technical Lead and primary engineer for solution development for high priority and complex system development efforts. Partners with business leadership, server, network and security teams to design and develop solutions and work closely with project leadership and business subject matter experts to design data system architecture and implement solutions. Clearly defines problems, assess alternatives objectively and collectively reaches/builds a solution to the customer's satisfaction. Addresses a diverse collection of technical and business problems in a timely manner. Researches and evaluates new and emerging data management system, data integration platforms, technology stacks, development methodology and testability features of DSH data systems and suggest improvements/enhancements and innovative ideas for implementations. Mentors, trains and supports staff in best practices, platform use, new technologies, software development techniques and conducts periodic peer reviews.
15%	Continually collaborates and builds meaningful and effective working relationships with DSH business customers. Helps to establish close partnerships between Infrastructure staff, Applications staff, and customers. Facilitates technology governance and enterprise decision-making. Utilizing strong communication skills, the incumbent works with a large user-base with conflicting viewpoints on business requirements and is responsible for discussing complex technical solutions to business users and outside agencies in an easy-to understand non-technical language in order to deliver effective technology solutions to end-users. The incumbent explores and examines data from disparate data sources to provide guidance on meaning, ways to extend and ways to apply data for analytics. Incumbent is responsible for addressing data security vulnerabilities through consultation with appropriate security experts on ways to mitigate risks and design implementation strategies to minimize disruptions while maintaining maximum protection of Portable Health Information (PHI) and Personal Identifiable Information (PII) for the entire DSH.

5%	Responsible for leading quality initiatives to enhance quality and consistency in applications and data areas. The incumbent collaborates with peers, managers and stakeholders to provide recommendations on making continued and agile improvements, ensure sustainability and quality of systems across the enterprise as well as perform other Information Technology Specialist II job-related work as required by management.
Working Conditions	This position reports to the Allenby Building in Sacramento County. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Additionally, the TSD team will have access to and responsibility for the protection of very sensitive and confidential information and protected health information. The TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems.

Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

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 Office of Human Rights).

I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's 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. _____ Supervisor's Signature _____ Date
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