STATE OF CALIFORNIA
Franchise Tax Board

Proposed

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
2627-00461	
Classification Title	**Position Number**
Student Assistant	564-991-4870-990
Working Title	Technology Solutions Bureau
Student Assistant	Database Admin Services - B

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the close supervision of the Supervisor, working in a learning capacity, the student assistant provides database administration support. The student assistant has introductory knowledge of the Relational Database Management Systems, Server Software. In a learning capacity, activities include database administration, tuning and troubleshooting of database environments, installing and maintaining database related software. The work they perform is in line with the department's mission and values.

Essential Functions

Percentage	Description
50%	In a learning capacity, learn to provide general database administration support and maintenance. Support includes learning to process simple customer requested database changes, releases and updates. Maintenance includes learning simple database related software upgrades and patches, monitoring and supporting backup and recovery capabilities, and processes that protect business data against loss as a result of hardware or software failure.
30%	Working with the lead and other senior staff, the student will learn to execute simple database backup reports, verify and validate database backup status, and learn to identify the failed backups and assist with coordinating a fix. Learns to design and create the sections quarterly report, which includes searching and generating reports from the IT Change Management system and the IT Service Desk system to extract statistics.
10%	Learn to use the SharePoint site to help maintain the section's monthly workload, by inputting information gathered from the Database Support Section reports include database stats reports, database capacity and planning reports, and database roadmap reports.

Marginal Functions

Percentage	Description
10%	Attends meetings, may take meeting minutes, and type up notes for the team. Learns to work in a team environment to assist and provide customer service to gain real-life hands-on experience.

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Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Mandava, Anil@FTB

Name (Print)	Signature	Date