Duty Statement

Classification: **Information Technology Specialist II**

Position Number: **275-810-1414-026**

HCM#: **8040**

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

Location: **Sacramento, CA**

Working Title: **Oracle Database Administrator Lead**

Effective Date: **September 29, 2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

The Information Technology Services Branch (ITSB) provides the technology services that support the CalPERS line of business. The organization includes a data center, programming development and maintenance staff, business development including business relations, business process improvement and project and portfolio management. ITSB is committed to providing technical leadership, increased business alignment, talent, transparency, and accountability in support of all the CalPERS strategic business objectives.

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) section 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.

Under general direction of the Database Services Unit Information Technology Manager I, the Information Technology Specialist II (ITS II) is part of the Information Technology Services Branch, Enterprise Solutions Development Division, and Software Engineering Support Section. It provides technical support for CalPERS Oracle and related Relational Database Management System (RDBMS) database environments by evaluating software releases, maintaining database environments, creating and maintaining physical databases, and helping resolve database issues using established procedures and vendor support. The position also reviews database design specifications, develops standards and best practices, and may provide lead support on medium to large complex database projects.

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% Onsite[1] and virtually, lead the support database vendor software by evaluating new releases of software to determine impact to existing database and/or application functionality. Install vendor supplied software to latest supported version. Schedule and test new releases of software for enterprise use. Solicit third party vendors for assistance in resolving software problems. Document updates to software releases following established enterprise procedures.

30% Onsite and virtually, serve as a database technical specialist to the enterprise. Research, analyze and recommend new products and tools to resolve current problems or address future needs, for example database monitoring tools, or enterprise tools that would need to interact with databases. Direct the development, test and implementation of prototypes for exploring potential solutions or new capabilities. Coordinate the assessment of results and make recommendations to team leaders. Provide training and technical assistance to team members to support implementation of new tools, configurations and/or processes across the enterprise. Review database design specifications for new applications or projects. Develop and maintain guidelines, standards and best practices for database product usage in the enterprise.

15% Onsite and virtually, maintain database environments to ensure database reliability by evaluating database health by proactively using tools to monitor performance and collect/assess other environment metrics. Implement improvements by making configuration changes where appropriate. Ensure the availability of adequate database environment resources by using tools to monitor file growth and resource utilization. Prevent environment problems by running database software utilities to reformat, extend and reorganize tables and indexes when needed. Execute established restart and recovery/backup procedures as required. Ensure compliance with database security policies by implementing approved security roles and requirements. Report security violations to team leaders. Optimize application-level database queries as required to improve performance or maintain data integrity.

15% Onsite and virtually, create and maintain physical databases. Implement data models by converting logical database designs into physical database designs. Design and implement database views. Document updates to database design following established enterprise data modeling procedures. Ensure database referential integrity by implementing primary/foreign keys, triggers and stored procedures. Verify the creation of indexes by validating against database design and performance baselines. Develop queries to audit/validate database

contents and perform other database level tasks. Ensure adequate space by implementing space allocation estimates for database tables. Develop and maintain procedures for database maintenance, backup and recovery to protect information assets. Evaluate the impact of requested database modifications on space, performance and other defined criteria.

5% Onsite and virtually, participate in team, project and other meetings as needed. Report status to team leaders on progress of assigned efforts, tasks and provide updates on enterprise projects.

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.

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**: