YOUR EFFORTS WILL MAKE FI$Cal A SUCCESS
DUTY STATEMENT

CLASSIFICATION TITLE	DIVISION NAME
Information Technology Specialist II	Information Technology Division
WORKING TITLE	**OFFICE/SECTION/UNIT NAME**
Senior PeopleSoft Administrator	Software Platform and Access Management Services Office, Software Platform Services Section
EMPLOYEE NAME	**POSITION NUMBER**
Vacant	333-360-1414-001

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT
Under the general direction of the Software Platform and Maintenance Service Office (SPAMSO) Chief, Information Technology Manager (ITM) I, the Information Technology Specialist (ITS) II works on the Information Technology (IT) software applications and systems. The incumbent will provide technical support for the Financial Information System for California (FI$Cal) Enterprise Resource Planning (ERP) responsible for the system and environmental stability/availability of the production and non-production environments. The incumbent is also responsible for the maintenance and operation of the FI$Cal enterprise n-tier applications, tools, and interactions.

The duties for this position are focused in the Software Engineering and System Engineering domain, however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED
The Information Technology Specialist II, reports directly to the ITM I, Software Platform Services Section Chief.

SUPERVISION EXERCISED
None. May act as lead as directed by the ITM I.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

% OF TIME	ESSENTIAL FUNCTIONS
35 %	**FI$Cal Solution Application Maintenance** • Perform Application Patching – Security and Bug Fix. • Lead Application Upgrades – Version, Code, Kernel and associated software. • Provide Performance Enhancements – Tune and optimize code, scripts, automation, configurations and availability. • Implement Application Monitoring – tune/configure, automate monitoring and alerting. • Perform application backup and disaster recovery process and testing.
30 %	**FI$Cal Solution Applications / Environments Operational Support** • Assist in the planning and coordination of projects, implementations and POC's (proof of concepts). • Troubleshoot service performance, outages and degradations. • Assist in Networking and access issues. • Aid customer support requests and issues. • Lead work with vendor support, consultants and teams to resolve issues to the FI$Cal Solution.
30 %	**Administrative Duties** • Create and maintain documentation of process, procedures, configurations, and licensing. • Create, submit, represent and implement Change Controls. • Assist in the procurement and license process. • Train and mentor teams, users and team members. • Lead, coordinate, communicate and plan project tasks and work load efforts.
% OF TIME	**MARGINAL FUNCTIONS**
5%	• Perform other related duties as required to fulfill FI$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist I classification; and

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and

development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards.

Ability to: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent will need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FI$Cal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee 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.

Hiring Manager Signature Date

HR Analyst: **PGR**

Date Revised: 11/9/2026