Duty Statement

Classification: **Information Technology Specialist II**

Position Number: **275-811-1414-002**

HCM#: **7226**

Branch/Section: **Information Technology Service Branch / Enterprise Solutions Development Division / Investment Support Section / Investment Technology Support**

Location: **Sacramento, CA**

Working Title: **Domain Architect**

Effective Date: **November 2, 2026**

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

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

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

Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development team members, 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.

The Enterprise Solutions Development Division (ESDD) under ITSB provides the infrastructure and application services for most of the business functions within CalPERS and its eight Regional Offices. The ESDD collaborates with other divisions to meet the business needs by providing quality, innovative and sustainable services for business continuity. The Information Technology Specialist II (IT Spec II) works in the Investment Technology Support Unit (ITSU) within ESDD.

Under general direction of the Information Technology Manager I (ITM I), the IT Spec II acts as a technical lead on the more integrated systems software projects, and/or works independently as a high-level expert technical specialist to perform the more difficult tasks that are used to plan, analyze, design, code, implement, maintain, manage, and protect the Investment Line of Business/Enterprise systems. The IT Spec II works primarily in the Software Engineering domain.

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**.**

40% Onsite[1] and virtually, serves as a domain architect. Performs expert level analysis, design, development and implementation of systems used by CalPERS' Investment team members. Oversees, reviews and provides technical guidance on the integration of software platforms, software components, and service and data layers. Advises enterprise team leaders and team members on all issues regarding investment line of business systems software. Provides evaluations of computer software, hardware, and proposes Information Technology (IT) solutions for critical business needs. Performs research, write papers, presentations, and technical documentation. Keeps abreast of current and future software developments and technologies. Serves as a technical intermediary between CalPERS and various internal and external business partners, vendors, and customers. Advice on and recommend performance improvements related to the systems software and hardware, monitoring, and observability. Assists with Investment Technology strategy initiatives and data strategy initiatives.

30% Onsite and virtually, serve as a systems software expert. Provides expert day-to-day customer support. Responsible for all activities involved in system administration of the supported Investment Office business solutions. Monitors technical processes and connections to ensure proper operation and functionality. Configures and supports batch processing. Performs user account administration. Responsible for the creation and maintenance of system documentation as well as coordination of disaster recovery planning and execution. Assists team members and customers in defining business requirements. Performs system, systems software, and data analysis. Develops and assists in the creation of systems software support models, methods, policies, practices, procedures, and processes. Provides troubleshooting/problem resolution to address systems software and technical problems.

25% Onsite and virtually, provides expert systems software quality assurance: conduct system testing, validation, and quality assessments. Responsible for the system improvements and enhancements of new system software/hardware releases and upgrades. Determines, coordinates, and ensures the best use of available hardware and software resources. Develop, test and implement tools used to manage the more complex systems. Ensures compliance with all applicable policies, practices, procedures, and processes.

5% Onsite and virtually, provides various technical support duties and production implementation oversight as needed for new and enhanced systems software and hardware implementations. Provides back-up relief to other team members in their absence and 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.
- This position is designated as a 'Covered Person' position and is subject to the CalPERS Personal Trading Regulation §558.1. Covered Persons and their spouses/registered domestic partners are required to disclose personal investment holdings and utilize a personal trading pre-clearance system.
- 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.
- Occasional after-hours and/or weekend after-hours support through remote phone support or on-site support during planned exercises and maintenance activities 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**: