## DUTY STATEMENT

### Employee Name:

### Classification:
Information Technology Specialist II (Software Engineer)

### Position Number:
580-151-1414-XXX

### Working Title:
Application Engineer/Database Administrator

### Work Location:
1616 Capitol Ave, Sacramento, CA 95814

### Collective Bargaining Unit:
R01

### Tenure/Time Base:
Permanent / Full Time

### Center/Office/Division:
Information Technology Services Division

### Branch/Section/Unit:
Application Development and Support
Branch/Enterprise Database Administration and Support Section (ADSB/EDASS)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the CDPH Strategic Map Goal 6, Optimize Data and Technology to support CDPH priorities by providing technical programming and analysis support for the ongoing development, enhancement, and maintenance of various mission critical systems within CDPH. It also fits in with the definition of CDPH Strategic Map Goal 5 of Enhance Services Through Agile Operations ensuring that core business areas are efficient, innovative, transparent, and customer-focused.

The incumbent works under the general direction of the Information Technology Manager I, Enterprise Database Administration and Support Section. The Information Technology Specialist II (ITS II) will perform a wide variety of tasks requiring innovative problem-solving where guidelines are not readily available in support of the Enterprise Database and Web Development Team. The ITS II will perform duties in the Software Engineering, System Engineering, Client Services, and Business Technology Management domains, but primarily in the Software Engineering domain.
Special Requirements

☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
☐ Travel:
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☐ License/Certification:
☐ Other:

Essential Functions (including percentage of time)

35% Serves as a subject matter expert and leads the application database and system administration support including database architecture design, creation and implementation, installation/configuration of database servers and software. Performs routine database maintenance and administrative functions such as software configuration and installation/upgrade, index maintenance, database tuning and optimizing, database capacity and scalability planning. Resolves complex technical problems resulting from database system installation and operation, database security monitoring and maintenance, routine maintenance and support actions, database performance monitoring, database replication, database backup and recovery, and troubleshooting database problems to provide resolutions. Develops, evaluates, and maintains standards and procedures related to database design, configuration management, quality assurance, database change control process, database integrity and security, database backup recovery and maintenance activities, implementation plan, installation of new enhancements and releases of software. Defines, documents, and collaborates with other Database Administrators to document and maintain database backup/recovery operational plans and scenarios. Proactively tests backup/recovery scenarios and fine-tunes plans as needed. Diagnoses, analyzes, troubleshoots, and resolves hardware/software conflicts related to configuration, security, unforeseen conflict software, external system availability, internal proprietary database values or structure, and/or environment configuration. Installs, sets up, and configures complex computer software including, FileNET P8, WebSphere, JBoss, ieStream, Idera, Optical Character Recognition Engine, Pega, MS SQL Database Server, MySQL, and Oracle Database Server on a Windows platform. Installs, sets up, and configures computer hardware. Researches, analyzes, designs, codes, implements, and maintains computer software.

35% Lead, mentor, and facilitate the overall development, maintenance, and implementation of CDPH applications and systems. Serves as a subject matter expert and lead on the application, system administration, security, best practice recommendations, and approval to new application development at all stages and environments (i.e. development, testing, training, staging, production). Serves as a technical expert and primary point-of-contact for complex application related issues. Provides technical consultation with end user, staff, and management as necessary. Provides recommendations regarding application or system issues in support of CDPH strategic planning, standard policy, and goals.
Performs complex system analysis and design for new development and/or modifications to applications and/or systems in compliance with departmental policies, guidelines, and standards. Gathers and develops business requirements, system and program specifications, use cases, test cases, and test reports. Writes programming code for systems and/or modules using various programming languages and databases. Conducts logic and programming code walkthrough with peers, team lead, and management. Conducts unit, integration, system, and stress test.

15% Researches the most complex programming problems, develops solutions, and presents recommendations to management and customers. Meets with customers to identify business needs, resources, and develop schedules to implement solutions. Leads efforts to procure IT applications products and services. Develops vendor requirements and evaluate vendor proposals. Coordinates and communicates with IT staff via meetings and other communications, including with vendors and external entities, to evaluate products and services offered to ensure conformity with departmental methods, standards, and best practices.

10% Develops, updates, and manages high level work plans for project/effort execution. Contacts users to discuss business/system requirements; and identifies resources, schedules, and priorities. Identifies, assess, mitigate or escalate project/effort risk when necessary. Provides technical presentations to a variety of audiences; provides status reports to management, and participate in meetings as necessary.

### Marginal Functions (including percentage of time)

5% Performs other job related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>Employee’s Name:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratha Sun</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HRB Use Only:</strong></td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved By: Sal Singh</td>
<td>9/19/20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>