



## DUTY STATEMENT

<b>EMPLOYEE</b> Vacant		<b>RPA # / JOB CONTROL #</b> 25-007 / 441493	
<b>POSITION NUMBER</b> 040-410-1414-xxx	<b>CLASSIFICATION</b> Information Technology Spec II	<b>WORKING TITLE</b> Lead Database Administrator	
<b>DIVISION</b> Information Technology	<b>SECTION/UNIT</b> Infrastructure Unit	<b>CBID</b> R01	<b>WWG</b> E
<b>WORK DAYS</b> Monday – Friday	<b>WORK HOURS</b> 8AM – 5PM	<b>TENURE</b> Permanent	<b>TIME BASE</b> Full-time

**CONFLICT OF INTEREST CLASSIFICATION**

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification?     Yes     No

**DEPARTMENT OVERVIEW**

The California Victim Compensation Board (CaIVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CaIVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

**Our Mission:** CaIVCB is a trusted partner in providing restorative financial assistance to victims of crime.

**Our Vision:** CaIVCB helps victims of crime restore their lives.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above 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 Office of Civil Rights).

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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**SUPERVISOR ACKNOWLEDGEMENT**

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**RPA 25-007****GENERAL STATEMENT**

Under the general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II), serves as a lead database administrator for CalVCB, independently performing highly sensitive and complex Microsoft SQL database administration, research, and analysis identified as necessary to meet the critical needs of the California Victim Compensation Board (CalVCB). This position will primarily function within the Systems Engineering domain.

**PERCENTAGE  
OF TIME  
SPENT****DUTIES****ESSENTIAL JOB FUNCTIONS**

40%

**Database Administration Activities**

- Manage all aspects of database administration, including maintenance of database systems.
- Perform database backup and restore activities, performance tuning of DB objects and code.
- Lead efforts to design, develop, test, deploy, maintain and enhance CalVCB databases.
- Perform complex database design, develop and maintain DB logical data model, and entity relationship diagrams.
- Database performance monitoring and issue resolution.
- Work with stakeholders and team to verify and validate system and database requirements.
- Manage pre- and post- implementation planning and support. Identify risks and issues, evaluate resources, objectives, action steps, and time frames for meeting program goals.
- Maintenance of functional and technical specifications.
- Development of complex technical documentation using diagramming and technical writing as required.
- Perform design and development of complex reports using MS SSIS, SSRS, and Power BI.
- Develop complex queries and ETL process using MS SSIS Packages, MS SQL, SSRS for various CalVCB reports.

30%

**Lead Database Administrator Activities**

- Mentor and cross-train team members engaged in database administration.
- Lead the development, establishment, and implementation of applicable IT and enterprise standards and uniform procedures and techniques.
- Perform complex database capacity forecasting, planning, and implementation.
- Research new and emerging database technologies.
- Formulate and present high level technical recommendations based

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20%	<p>on alternative technology solutions studies.</p> <ul style="list-style-type: none"> <li>• Consult with vendors and other technical experts to perform research and analysis.</li> <li>• Perform application analysis, contribute to detailed system design, design, logical data model, and interface design.</li> </ul> <p>General IT Activities</p> <ul style="list-style-type: none"> <li>• Provide leadership, guidance, and direction to staff on a variety of technical and operational issues.</li> <li>• Set priorities, manage workload, monitor progress, and adjust as necessary.</li> <li>• Identify issues, alternatives, and recommend appropriate actions.</li> <li>• Ensure adherence to standards. Identify individual or project problem areas.</li> <li>• Prepare change management requests, provide status reports, review project updates from other technical staff, and communicate project updates.</li> </ul>
	<b><u>MARGINAL JOB FUNCTIONS</u></b>
10%	<p>Cross Functional Activities</p> <ul style="list-style-type: none"> <li>• Participate in requirements reviews, code reviews, test plan development, and other aspects of the development lifecycle.</li> <li>• Invest in personal development through ongoing continuous research and education to maintain position related knowledge in the information technology field with emphasis on cross-training and knowledge transfer within CalVCB IT.</li> <li>• Facilitate cross work and cross training with other IT sections and personnel.</li> <li>• Other duties as assigned.</li> </ul>

**DESIRABLE QUALIFICATIONS**

- Proficiency in database security, backup and recovery.
- Proficiency in the installation, maintenance, and performance of database servers.
- Strong command of SQL Server tools as well as experience with SQL or T-SQL commands.
- Experience in ETL and data migration processes.
- Proficiency in gathering database requirements and developing detailed requirements and design documents.
- Development of functional requirements using system development life cycle (SDLC) best practices.
- Excellent written and verbal communication skills. Impeccable attention to detail.
- Technical report writing, research, and analysis.
- View and describe technical situations from a business perspective.
- Influence, motivate, persuade, and lead individuals or groups.
- Experience in analyzing data using Microsoft Excel, Microsoft Access, or similar tools.

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**RPA 25-007****PERSONAL CHARACTERISTICS AND EXPECTATIONS**

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle multiple deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

**PHYSICAL ABILITIES**

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.