



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Specialist II	DIVISION NAME Information Technology Division, Infrastructure and Platform Services Office, Database Platform Services Section
WORKING TITLE Database Administrator	POSITION NUMBER 333-350-1414-020
EMPLOYEE NAME VACANT	EFFECTIVE DATE

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 general direction of the Information Technology Manager I (ITM I) in Database Platform Services Section (DPSS), the Information Technology Specialist II (ITS II) works independently on the most complex software systems and software projects.

The ITS II is responsible for organizing, planning, and implementing all activities associated with the FI\$Cal DPSS. The incumbent is responsible for the design, installation, configuration, patching, upgrades, monitoring, optimization, backup, recovery, performance, maintenance, and operations of all FI\$Cal system Database Services. The ITS II manages the monitoring and development tools supporting the FI\$Cal system and conduct technical testing, including performance testing, disaster recovery testing, and accessibility testing for the FI\$Cal system.

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 ITS II reports directly to the Information Technology Manager I (ITM I) in Database Platform Services Section.

SUPERVISION EXERCISED

None, May act as a team lead as directed by the Information Technology Manager I (ITM I) in Database Platform Services Section.

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:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
30 %	Database Platform Administration <ul style="list-style-type: none">• Design, install, configure, and maintain complex Oracle RAC, ASM, Data Guard systems and databases for FI\$Cal.• Design, install, configure, and manage disaster recovery, backup, and operational recovery procedures.• Build and maintain schemas for packaged applications (e.g., Hyperion, PeopleSoft).• Coordinate and manage patches on Oracle Databases and Exadata systems with Oracle platinum support.• Clone databases, purge and mask data, and refresh non-production databases.• Secure and harden Oracle Databases and Exadata systems.• Optimize database performance and monitor system resources.• Manage database access and permissions, troubleshoot complex database errors.• Document and maintain database administration procedures and configurations.
30 %	Process and Development <ul style="list-style-type: none">• Support database vendor software and tools.• Evaluate new software releases and install/configure vendor-supplied software.• Schedule and test new software releases.• Serve as a Database Subject Matter Expert for FI\$Cal.• Research and recommend new products/tools, lead prototype development.• Coordinate security, auditing, and performance engagements.• Provide training and technical assistance for new tools and processes.• Review database design specifications for new applications/projects.
20 %	Lead Administrative / Documentation <ul style="list-style-type: none">• Develop and maintain guidelines, standards, and best practices for database usage.• Analyze and write reports on platform services trends and best practices.• Stay current with FI\$Cal ERP software, middleware, and database technologies.

	<ul style="list-style-type: none"> Attend training classes as needed.
15 %	Exadata Database Hardware and Operating System Support <ul style="list-style-type: none"> Provide hardware and OS support for Oracle Exadata, including X5-n and newer. Analyze, coordinate, and manage patches on Oracle Databases hardware and OS. Perform maintenance, tuning, security governance, and hardening for database hardware and OS. Provide incident and troubleshooting support, work with vendor consultants
% OF TIME	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> 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.

REQUIRED SKILL SETS

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 may be required 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 DG

Date Revised: 11/22/2023