

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist II	Working Title Information Technology Specialist II
Name of Incumbent <i>Click here to enter text.</i>	Position Number 280-343-1414-008 & 025
Section/Unit Mainframe Database	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Manager I
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 4/18/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input checked="" type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

On occasion, may need to travel for training and/or meeting at other State Agencies.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Business Technology Management | <input type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> System Engineering |

Under general direction of the IT Manager I, the incumbent functions as a Information Technology Specialist II in the Enterprise Database Services Mainframe Support Unit. The incumbent works as a Senior Database Architect for the Employment Development Department's (EDD) mission critical Relational Database Management Systems (RDBMS) that significantly impacts the Department's ability to conduct business and provide services to its customers. The incumbent will architect, develop, administer, and maintain the most complex databases, which are used to support the EDD's enterprise applications. The incumbent will perform the majority of their duties under the System Engineering domain.

The incumbent leads the strategic direction for the RDBMS environment and is responsible for providing solution database architecture in support of the EDD's mission critical software applications. The incumbent provides mentoring and leadership to lower-level team members.

Incumbent contributes towards the growth of the ITB into a customer-focused, service organization by following Branch cultural principles and providing constructive feedback to others within the Branch regarding the application of these principles.

Civil Service Classification
Information Technology Specialist II

Position Number
280-343-1414-008

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
25%	As a Senior Database Architect, the Information Technology Specialist II (ITS II) understands the Department's Strategic Plan and leads the strategic direction for the database environment. Provides database architecture solution and detailed design documentation in support of the EDD's mission critical software applications using the EDD's Enterprise Architecture Vision and strategic direction as a base. Works with other Divisions within the EDD's Information Technology Branch (ITB) and California Department of Technology (CDT) to develop policies to ensure security and confidentiality of the EDD's identifiable data. Monitors the RDBMS Support team members compliance with confidentiality policies to assure that security standards are met. Provides direction, guidance and mentoring to lower-level RDBMS team members, to ensure their work is in compliance with Departmental Strategic Plans.
20%	Provides technical knowledge, training and leadership for all databases that are developed, administered and supported for all EDD's mission critical systems related to all major projects. Ensures the availability, security, reliability and scalability of the EDD's databases for the customers throughout the State of California. Administers, maintains, monitors and optimizes the RDBMS. Provides technical solutions that are consistent with the Department's and Branch's strategic direction.
15%	Leads teams within the EDD and coordinates with CDT to develop and implement new enterprise level database components. Tests enhanced capabilities and provide a level of expertise and technical knowledge across all systems environments to ensure the highest level of coordination and integration for the EDD applications and infrastructure. Creates and publishes a management plan that includes the objectives, tasks, timeframes and the responsibilities for each organization. If needed, provides impact and costing analyses, alternative analyses, legislative analyses and supporting documentation for technical solutions.
15%	Coordinates with ITB's infrastructure engineers in a collaborative effort to identify, evaluate, test and implement databases that support the EDD's Enterprise and mission critical applications. Ensures that all major databases that integrate with the EDD's custom and Customer Off The Shelf (COTS) applications are able to support the Department's most critical business operations with availability, security, and reliability. Assists in data analysis using various statistical and database packages. Works with ITB and CDT when backup and recovery of all RDBMS are required, as well as when installs and upgrades to the RDBMS are needed.
10%	Implements and maintains a database architecture that allows the EDD's major automated systems to operate. Monitors and develops system software to support the integrity and security of databases in the production environment. Assists management with software tools as related to the operations of the RDBMS, including system development and maintenance. Provides database support to EDD Application Services Divisions and vendor support personnel.
10%	Works collaboratively with the TGD management team and staff, briefs and advises the manager, exercises a high degree of initiative, independence of action and originality,

and must demonstrate tact and good judgment. S/he must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%) Sitting: Constant (76-100%)
Walking: Infrequent (7-12%) Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time Bending/Stooping: 1-25%
Other:
Type of Environment: a. High Rise b. Cubicle c. Select d. Select
Interaction with Public: a. N/A b. Select c. Select.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)
N/A

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Click here to enter text.

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Click here to enter text.

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

MH

9/5/2018

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

- * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE