

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

CLASSIFICATION TITLE Information Technology Specialist I	DIVISION NAME Information Technology Division, Infrastructure and Platform Services Office, Database Platform Services Section
WORKING TITLE Database Administrator	POSITION NUMBER 333-350-1402-025
EMPLOYEE NAME VACANT	EFFECTIVE DATE 8/12/2024

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 the Database Platform Services Section, the Information Technology Specialist I (ITS I) works independently as a technical specialist and is responsible for tasks that involve the Oracle databases. The incumbent is also responsible for following the Financial Information System for California (FI\$Cal) Project Management Standards. Work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None.

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>
50%	Database Platform Administration <ul style="list-style-type: none">• Set up, configure, and maintain Oracle databases for the FI\$Cal application.<ul style="list-style-type: none">○ Create and manage new database instances.○ Start and stop databases as needed.○ Implement backup and recovery processes.○ Optimize database performance using best practices.○ Monitor system resources and capacity.○ Work with Oracle support to apply patches on Exadata.○ Clone databases and copy tables/schemas.○ Manage database users.• Build and maintain schemas for applications like PeopleSoft and Hyperion.• Troubleshoot and fix database issues (e.g., corrupted data, missing files).• Document database procedures and configurations.• Configure DataGuard and develop and test disaster recovery procedures• Work with FI\$Cal teams, partner agencies, and the Department of Technology to maintain the FI\$Cal system.• Perform additional tasks as needed for successful system maintenance.
25%	Process and Development <ul style="list-style-type: none">• Review and approve technical processes and software changes.• Complete required training.• Participate in database knowledge transfer activities.
20%	Administrative/Documentation <ul style="list-style-type: none">• Help develop and monitor data management policies, standards, procedures, and tools.• Ensure alignment with State standards throughout the system life cycle
<u>% OF TIME</u>	<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.
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KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

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 need 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 FISCal'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 AR

Date Revised: 02/04/2025