DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-102-1414-003	**Date:**
Class: Information Technology Specialist II	**Name:**

Under the general direction of the Information Technology Manager I, in the Application and Development Services (ADS) Section, the Information Technology Specialist II executes the duties of a database administrator (DBA) for SQL Server environments. The primary duties of the IT Specialist II are within the Software Engineering domain of the classification. To support the most complex systems operating in a web based N-tiered environment, for production/development/test and staging environments. The DBA performs a variety of complex tasks related to system development, maintenance and disaster recovery. The DBA has the responsibility of technical architect ensuring that any custom developed or third party applications will co-exist in California Department of Veterans Affairs (CalVet) current environment. Works independently and has responsibility for the maintenance and performance of databases and applications using them. Documents the technical environment as needed and maintains operations and maintenance procedures as required. The incumbent will follow the IT policies and standards outlined in the Statewide Administrative Manual (SAM), and Statewide Information Management Manual (SIMM); and adhere to CalVet's Information Services Division (ISD) policies, standard and guidelines.

The primary duties of this position are focused in the System Engineering domain; however, duties may be assigned in the other domains as needed.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Provides technical expertise and leadership in support of most complex technical computing environment pertaining to CalVet's SQL Server database servers. Design database schemas using best practices such as normalization, table constraints, stored procedures, and indexes to ensure data integrity and performance quality. Handle, database installation, rebuilding of indexes, and other scheduled jobs. Provide support for the custom/modified off the shelf software database maintenance. Support the middle tier (application servers) and web based servers from a software/operating system perspective. Monitor and manage CalVet's database environment and stay abreast of emerging database technologies. Work with the Network Administrator, Web Master, developers and vendors to diagnose and resolve problems quickly and efficiently. Take ownership of database problems and resolve to resolution.
25%	Ensures the security and performance of the systems by monitoring and maintaining database security and performance metrics. Promote database changes from development to test and production. Develop, implement and monitor an auditing process for application access and permissions. Coordinate with application support staff and customers to provide access and data validation. Create disaster recovery and scalability plans. Independently coordinates and/or work with a third party vendor as applicable to coordinate database upgrades/patches ensuring all systems continue to operate in an upgraded environment.
15%	Provide support and technical expertise for commercial databases in use by the department such as Dynamics and our medical records software, ADL Systems, Inc. Develop technical documentation such as Entity Relationship Diagrams, data dictionaries, and database design documentation.
10%	Conduct extract, transform and load process (ETL) operations and data conversion. Implements incremental data warehouse refresh process. Creates reusable units of work flow that can be used multiple times in the ETL process.
5%	Uses standard templates for agendas and minutes, organize and facilitate meetings and working sessions; record and distribute meeting minutes. Ensure appropriate information security standards, policies and controls are managed based on duties. Ability to travel to the various Veterans Homes and for various training courses.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Set up computer workstations in different offices in the facility.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; resolve computer and software technical problems, research processes.					X
COMPREHENSION: Understand needs of callers. Understand policies, procedures, software and hardware issues.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING UP TO 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; print documents on desk printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.

Employee signature_____ _____Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____