

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 26191	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions (ETS)	
UNIT NAME Active Directory/Messaging	REPORTING LOCATION 707 3rd Street, 3rd Floor, West Sacramento, CA. 95605	
SCHEDULE (DAYS / HOURS) Mon-Fri. 8:00 a.m. to 5:00 p.m.	POSITION NUMBER 306-072-1402-064	CBID R01
CLASS TITLE Information Technology Specialist I	WORKING TITLE Active Directory/Messaging Administrator	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Information Technology (IT) Supervisor II, the IT Specialist I in the Department of General Services, Enterprise Technology Solutions within the System Engineering and Information Security Engineering domains, in the Active Directory & Messaging (AD/Messaging) unit, acts as the subject matter expert in Microsoft Active Directory and Exchange administration for DGS, leading the implementation, configuration, maintenance, monitoring, and administration of the Microsoft Active Directory and Exchange systems.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position 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 Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Provides expertise in Microsoft Active Directory by implementing, configuring, and maintaining the active directory environment, solutions and procedures, and advising ETS management, architects and vendors on the most sensitive issues, in order to maintain and secure DGS system objects (servers, computers, user accounts, distribution lists) to ensure a safe and protected computer and server environment.
25%	Provides expertise in the Microsoft Exchange messaging system by implementing, configuring, and maintaining the messaging environments, solutions and procedures, and advising ETS management, architects and vendors on the most sensitive issues, in order to maintain and secure DGS messaging resources (user mailboxes, shared mailboxes and related messaging components) to ensure a safe and protected messaging environment.
15%	Provides expertise on the management of cloud security in the Microsoft O365 environment by implementing, configuring, and maintaining the Microsoft O365 environment, solutions and procedures, and advising ETS management, architects and vendors on the most sensitive issues, in order to maintain and secure DGS system objects (user objects and identity, external threats) to ensure a safe and protected computer and server environment.
10%	Provides expertise in the management of Domain Name Server (DNS) using Microsoft and Infoblox systems both on premises and in the cloud by implementing, configuring, and maintaining the DNS structure, advising/recommending to ETS management, architects and vendors on solutions to

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	improve security and stability.
10%	Develops and implements product and process improvements to the above systems by creating process documentation regarding technology infrastructure department wide, reviewing, researching, and evaluating technology products and services for procurement of future enhancements, and providing sound recommendations to ETS management and staff in order to support current planning of the overall organizational IT Strategy to ensure DGS' event logging and vulnerability infrastructure is continuously enhanced.
10%	Collaborates with the ISO, Enterprise Architects and DGS executives and staff by coordinating and preparing appropriate reporting, dashboards and related information in order to properly communicate compliance/security standards and to ensure DGS computing assets are in compliance with established or future compliance/security standards for the department and it's customers.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Leads independent research and studies and attend job-related educational workshops and trainings in order to maintain professional and technical knowledge of new technologies and to ensure the continuing development of solutions that are maintainable, extensible, optimized, and secure.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Busy professional office environment requiring effective handling of multiple deadlines and sensitive information. Work effectively under tight time lines, in high pressure situations, with tact, diplomacy, and effective communication.

This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED