STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT
DGS OHR 907 (Rev. 09/2018)

☐ Current
☑ Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY
25839	Enterprise Technology Solutions (ETS)

UNIT NAME	REPORTING LOCATION
Enterprise Infrastructure Services	707 3rd Street, 3rd Floor, West Sacramento, CA 95605

SCHEDULE (DAYS / HOURS)	POSITION NUMBER	CBID
Mon-Fri. 8:00 a.m. to 5:00 p.m.	306-072-1414-010	R01

CLASS TITLE	WORKING TITLE
Information Technology Specialist II	Senior Network 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 the general direction of the Information Technology (IT) Manager I, the IT Specialist II in the Department of General Services, Enterprise Technology Solutions within the System Engineering domain, in the Enterprise Infrastructure Services Section, acts as the team leader and subject matter expert on the enterprise firewalls and network infrastructure for DGS, leading the design, implementation, configuration, maintenance, monitoring, and administration of the enterprise Palo Alto Next Generation Firewalls and network infrastructure.

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
35%	Designs, implements, configures, and maintains network and firewall infrastructure across Enterprise and Cloud platforms by designing and implementing switching, routing, and firewall solutions and procedures, and advising ETS management, architects and vendors on the most sensitive issues, in order to support and secure the enterprise network environment and to ensure effective performance and securing of enterprise wide applications, utilizing Palo Alto Networks.
30%	Collaborates with the Enterprise Network Architect in designing innovative network solutions by analyzing and maintaining the network environments, and enterprise firewalls, coordinates infrastructure systems specifications, performing upgrades and maintenance, and resolving the most complex technical issues for the Palo Alto Networks infrastructure, utilizing collected data, patching firmware and version upgrades in order to sustain a supportable and uniform network infrastructure for DGS department wide.
15%	Develops and implements product and process improvements to the technology and physical network 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, architects, and staff in order to ensure DGS' infrastructures are continuously enhanced and current for planning of the overall organizational IT Strategy.

☐ Current
☑ Proposed

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
15%	Resolves network and firewall issues enterprise wide by providing expert technical support to the DGS Help Desk team, satellite offices and mobile workforce, participating and assisting in the implementation, installation, upgrading, testing, monitoring and troubleshooting of the physical network infrastructure, and reviewing and monitoring the technical environment to ensure continuous uninterrupted and secure operation of products, and to ensure the performance of the network systems for DGS department wide.

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

This position is eligible for telework up to 3 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office a minimum of 2 days a week. The successful candidate must reside in California upon appointment.

Busy professional office environment. Some travel may be required.

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