



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-Biz)

POSITION DUTY STATEMENT

Classification Title Information Technology Specialist II	Unit Information Technology	Name
Working Title Infrastructure Architect	Position Number 373-100-1414-XXX	Effective Date

GENERAL STATEMENT:
The Information Technology Specialist II will receive direct supervision and general program direction from the Information Technology Manager I, Governor's Office of Business and Economic Development (GO-Biz). The incumbent will be working in the IT domain(s) of: Information Security Engineering and Information Technology Project Management. The incumbent's responsibilities will include the following:

ESSENTIAL FUNCTIONS:	
40%	<p>Maintenance and support of GO-Biz Infrastructure:</p> <ul style="list-style-type: none"> • Apply planned monthly server updates and patches dedicated hours • Apply security updates and patches as needed to prevent cybersecurity breaches • Develop, maintain, and update Virtual Private Cloud documentation • Plan, test, and implement weekly and monthly back-up procedures • Design, build, maintain, update, and decommission virtual server environments • Design, build, maintain, and update Virtual Private Cloud network infrastructure • Design and configure server instance security • Design and configure Virtual Private Cloud network security • Perform S3 Storage management and security • Perform Database RDS implementation and maintenance • Perform penetration testing • Perform security group audits
30%	<p>Maintain and support existing GO-Biz IT Solutions:</p> <ul style="list-style-type: none"> • Troubleshoot complex production system problems, isolate causes, develop solutions, code, test, document, and install revised applications

	<ul style="list-style-type: none"> • Provide technical expertise in the review of project plans, designs and system specifications prepared by others • Perform updates and upgrades of existing GO-Biz IT Solutions when required • Create backup and recovery strategies • Monitor and conduct audits of system capacity, performance, and traffic analysis
15%	<p>Evaluate new technologies, develop technical analysis and provide support to project implementation:</p> <ul style="list-style-type: none"> • Analyze system architecture and design to understand impact to the business programs, projects and other systems in the environment • Reverse engineer systems to develop business and technical requirements, business rules definition, application architecture, data model, report design and system requirements • Stay current with the latest developments in software and methodology trends and considering their application and benefit within GO-Biz
15%	<p>Methodologies, Standards, Training and Other:</p> <ul style="list-style-type: none"> • Lead and participate in formal and informal training programs • Demonstrate proficiency with the available tools, methods and procedures to complete assignments • Participate in GO-Biz meetings and team meetings/activities. • Other duties as assigned

SUPERVISION EXCERCISED

None.

SUPERVISION RECEIVED

The Information Technology Specialist II will receive direct supervision from the Information Technology Chief, Governor's Office of Business and Economic Development (GO-Biz).

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent reviews and access information from high-level governmental agencies, high-level members of domestic/international business and economic development communities, private citizens and appointed and elected officials. This information requires a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION

The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

High error or poor assessments could result in failure to maintain IT systems significant to economic development and job creation in California.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

_____	_____
Information Technology Specialist II	Date

Employee's Printed Name:

_____	_____
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Supervisor's Signature:

_____	_____
Information Technology Chief	Date

Supervisor's Printed Name:

_____	_____
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DESIRABLE QUALIFICATIONS:**Knowledge of:**

- Developing applications with development tools such as Visual Studio .NET, Visual Basic, C#, Entity Framework, IdentityServer, ELMAH, and JavaScript
- SQL Server and MySQL database development
- Principles of project management and iterative/ incremental programming techniques to create products to meet application requirements
- The requirements for the installation and implementation of information technology software systems
- AWS services like EC2, S3, VPC, ELB, CloudTrail, CloudWatch, CloudFormation, CloudFront, and RDS

Ability to:

- Write complex programs

- Configure AWS CLI and perform necessary actions on AWS services using shell scripting
- Create, develop, and maintain Amazon RDS databases
- Develop detailed program specifications
- Write reports, proposals, and analyses
- Apply creative thinking in the design and development of methods of processing information with information technology systems
- Work under pressure
- Communicate effectively