STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY

PROPOSED

DUTY STATEMENT
TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 9/18/20	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist II		E. POSITION WORKING TITLE DevOps Engineering/Solutions Architect
F. CURRENT POSITION NUMBER 695-313-1414-003		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-311-1414-xxx
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION OET/Tech Innovation Serv/ DevOps Engineering /Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Conrad Long, IT Manager I

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY/7:00AM-4:00PM/DAY	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK	☐ YES ☒ NO
		DRIVING AN AUTOMOBILE	☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management ☐ IT Project Management ☐ Client Services
☐ Information Security Engineering ☒ Software Engineering ☒ System Engineering

Organizational Setting and Major Functions

Under the general direction of the Information Technology Manager I, (IT Mgr I) the Information Technology Specialist II (IT Spec II) demonstrates a depth of leadership and expertise in one or more domains. Incumbent have significant responsibilities for Technical support for all OET and other business requests, including DevSecOps Consulting, Infrastructure/Configuration Management, Automation for "Build and Release" Engineering, database and Data. Optimizes and applies architecture solutions for the benefit of the overall organization. Plays a major role in advising management or formulating information technology strategy within the organization, with a strong focus on DevOps principles.

Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)

The incumbent will plan and organize activities of the Section related to site reliability.

% of time performing duties

55%

Site Reliability Engineering
- Work directly with development and operational teams to understand their needs, provide recommendations on infrastructure, and DevSecOps toolchain design, customer and stakeholders needs and then provide technical solutions of the same.
- Drive initiatives to help introduce or improve DevSecOps capabilities that leverage productivity for scalable deployment and automated workflow capabilities.
- Assist with the facilitation of continuous integration, continuous deployment, code repository, and webhooks for the development team that include ADA and Security review.
- Work with the intake team to establish database automation for onboarding process.
- Serve as a subject matter expert on application development teams or groups, representing the division.

30%

Configuration Management/ Agile
- Lead and oversee complex activities of the architecture team to ensure the architecture is defined, planned, developed, implemented and maintained as defined in requirements, specifications, plans and other documents. Provide problem reports to the appropriate technical support teams as needed.
- Collaborate with Development, Architecture/Engineering, and Operations at all levels to foster successful partnerships critical to the design, development, testing, and implementation of automated/continuous delivery solutions for the Office of Enterprise Technology.
- Clearly understand business and technology dependencies and work with cross-functional teams to assist in delivering products in a timely manner.

% of time performing duties	
	• Research, implement, and share best practices for configuration management, Infrastructure as Code, and managing cloud/distributed systems.
10%	Intake and Delivery • Participate in the processes of strategic planning meetings for OET IT efforts. • Assist with GitHub CDT source code and account management. • Lead/Assist with Special Projects as assigned by IT Manager I. • Play a role in advising management or formulating information technology strategy within the organization, with a strong focus on DevOps principles.
5%	**Marginal Functions** **(Percentages shall be in increments of 5, and should be no more than 5%.)** Other job related activities, all staff meetings, share knowledge as requested.

Work Environment Requirements

This position supports a critical infrastructure team for OET applications that run 7X24. May need to work off hours as events require.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Spec II will receive general direction from the IT Mgr I I of the Technology Innovation Services / DevOps Engineering. Supervision and direction received is general in scope and in nature depending on the particular project or assignment. This position requires the incumbent to utilize creativity and ingenuity for developing and analyzing various administrations and applications.

Actions and Consequences:

Completed staff work should encourage economies of scale and efficient and effective automation techniques for the division.

Personal Contacts:

The incumbent works closely with the staff assigned to the assigned Support Sections, customers, and vendors. The incumbent must effectively communicate both orally and in writing. The incumbent must also prepare and present thorough overviews/demonstrations of various applications to customers and staff

Administrative and Supervisory Responsibilities: **(Indicate "None" if this is a non-supervisory position.)**

None

Supervision Exercised:

None. This level does not supervise, but may lead. The IT Spec II has defined responsibility and authority for decision making related to projects or in an advisory function.

Other Information

The IT Spec II works closely with a variety of staff at all levels within the California Department of Technology (CDT), customer departments, and hardware and software vendors. The incumbent must be able to effectively communicate and to fulfill the training needs of staff on new applications and methods. Incumbent must also prepare and present thorough overviews/demos of newly developed applications, prior to implementation, to departmental staff. The incumbent must adapt to change within the organization and have general knowledge of the CDT quality culture, core values, vision and mission. The IT Spec II is required to work independently, displaying patience, and professionalism with a variety of individuals of all levels (e.g., Executives, management, peers, and vendors). The IT Spec II must be reliable and exercise a high degree of initiative, originality, and must demonstrate tact and good independent judgment

Desirable Qualifications: **(List in order of importance.)**

- Modelling and baselining site reliability configuration items
- Implementing High availability for cloud applications and data
- Implementation experience in Database backup and restore in highly scalable infrastructure
- Experience in Database replications across regions and on multi-cloud

- Experience in Databases like MySQL, MS SQL, etc.
- Experience in multi-cloud environments (Azure, AWS, GCP)
- Network administration
- Maintaining system logs, hardware/software licenses, and agreements
- Experience working with agile development teams in continuous integration / continuous release cycles model such as AzureDevOps, Ansible, Jenkins to maximize efficiency.
- Experience in infrastructure automation/Configuration Management, including but not limited to: Ansible, CloudFormation, PowerShell, Terraform, and Azure Resource Manager.
- Knowledge/Experience with Logging and Monitoring (e.g. Azure monitor, Splunk, Kibana, Monitis, Cloudwatch, New Relic, Datadog, etc.)
- Excellent communication and customer service skills are essential.
- Knowledge of agile project management tools such as (Jira, Pivotal Tracker, AzureDevOps)
- Ability to use a wide variety of open source technologies and tools.
- Strong grasp of automation tools.
- Knowledge of both Windows and Linux Administration.
- Have strong analytical skills to use data for the benefit of their product and service.
- Strong time management skills in order to meet product/project timelines.
- Demonstrated strong problem-solving skills to reach a solution in an organized manner.
- The ability to effectively communicate and influence people and teams for increased collaboration.
- Has the 'Big Picture' mindset.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE