

## Duty Statement Rank & File

**Proposed**  
(Submit to HR for Review)  
 **Final**

**Print or type.**  
See Specific Instructions on page 2.

A. Current Position Number <b>785-250-1414-XXX</b>	B. Probationary Period /JEP Period <b>12 months</b>	
C. Incumbent Name <b>Vacant</b>	D. Classification/Job Title <b>Information Technology Specialist II/ Cloud Application Engineer</b>	E. Date of Hire
F. Unit, Section, Division <b>Information Technology Division</b>		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager <b>Krishna Dhulipala</b>	I. Classification/Title of Immediate Supervisor/Manager <b>ITM I – Section Chief, Software Engineering</b>	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 1	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule <b>Monday – Friday</b>	N. Work Hours <b>8:00 AM- 5:00 PM</b>	Occasional off-hours and weekends may be required
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> No

**Section II JOB DESCRIPTION**

**DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Software Engineering Section Manager, Information Technology Manager I, the Information Technology Specialist II as a Cloud Application Engineer is responsible to support the design, development and implementation and maintenance of enterprise system software projects in multi cloud environments; develops the long-term strategy to support current and future customer requirements; and works with external project teams on high profile projects; and is a member of the Cloud & Solution Engineers. As a senior member of the ITD, the incumbent interacts closely with IT personnel, including the software engineering and systems engineering teams, the ISO, with product vendors and service providers and with the program departments. The Incumbent must have a high degree of knowledge and experience in the technical domains of **Software Engineering, System Engineering, Information Security Engineering** and **IT Project Management** required for this classification. Duties include, but are not limited to the following responsibilities.

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## ESSENTIAL FUNCTIONS

40%

### **Application Design and Development (Software Engineering, System Engineering and Information Security Engineering Domains)**

- Work as a highly skilled, lead software engineer in developing applications in multi cloud environments.
- Leads multi-faceted teams (including application development, security, web and business teams) to design and deploy highly scalable and reliable cloud solutions and services in SOS cloud environment.
- Identifies the best technologies and approach for a technical solution in accordance with SOS strategic plan and emerging technologies/industry trends.
- Plans, organizes, guides, and completes activities involved in application development, enhancement, and project support. Functions as a lead to State staff and consultants at various stages of the software development lifecycle.
- Serves at an expert-level with knowledge and skills in future technology, trends, technical components, interfaces, protocols and formulating IT strategy and industry standards.
- Works with application end-users to determine and document functional requirements for application software, and translates those requirements into system models using formal analytical methods.
- Analyze business impact and exposure, based on emerging security threats, vulnerabilities and risks to recommend IT solutions.
- Applies DevOps, Application automation, Process-automation disciplines utilizing enterprise solution guidelines (CI/ CD, Azure DevOps, Git tools, etc.)
- Monitors new modern technological advances in application development and information technologies.

25%

### **Project Support ( IT Project Management Domain)**

- Participate in project team meetings and development/training sessions.
- Work with business program division and vendors on issue escalation and follow through to resolution.
- Prepares project plans, complex reports, analyses and recommendations to management for contractual and/or in-house IT projects.
- Perform project assignments including reviews of design deliverables and approaches by peer or senior staff.
- Participate in the vendor evaluation and selection process as required.

25%

### **Research, Development and Troubleshooting (Software Engineering Domain)**

- Maintains a high level of knowledge on existing and emerging cloud technologies, trends and frameworks.
- Identifies, evaluates, and tests new cloud and infrastructure technologies and services in proofs of concepts, and report findings and

- recommendations to SOS stakeholders.
- Researches, analyzes, recommends and selects cloud technical approaches to address challenging development and integration problems with cloud environments.
- Identify problem areas and develop corrective action plans where necessary.
- Communicate with management on status of troubleshooting efforts both verbally and with detailed incident reports.
- Work with vendors on issue escalation and follow through to resolution.
- Leads and collaborates with vendors, and internal and external state technical support staff to migrate, upgrade, and configure system functionality to newer supported versions of technologies and platforms while minimizing the impact to the business community.

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**MARGINAL FUNCTIONS**

10%

**Technical Lead (Software Engineering and System Engineering Domain)**

- Provide technical guidance, knowledge transfer and mentorship to internal engineering peers as required and lead technical staff responsibilities.
- Monitor for adherence to established practices and standards.
- Review work for completeness, accuracy and fulfillment of requirements.
- Attend vendor seminars and/or training events
- Remains current on emerging technologies and conducts independent research to support business needs and requirements.

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**Section III**

**EMPLOYEE/SUPERVISOR STATEMENT**

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

**EMPLOYEE'S STATEMENT:** I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
▶	▶	▶

**SUPERVISOR'S STATEMENT:** I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
▶	▶	▶