

DUTY STATEMENT

TECH 052 (REV. 02/2018)

20-193

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 2/8/21	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 695-311-1414-008		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) []
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Technology/Technology Innovation Services/ 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 / 9:00AM-6:00PM / DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering
	Organizational Setting and Major Functions <p>The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technological applications. We do this by providing foundational platforms and technology (such as GIS/Open Data, Web Portals, Software Engineering and Open Source code curation) for organizations to provide innovative digital services. CDT's Office of Enterprise Technology (OET) plays a critical role to enhance digital government and build a California that works for all Californians.</p> <p>Under the general direction of the Information Technology Manager I (IT Mgr I The IT Spec II has 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 DevSecOps principles.</p>
% of time performing duties 55%	Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%) <p>The IT Spec II will plan, implement, and maintain Infrastructure as Code (IaC) and Continuous Integration (CI) / Continuous Delivery (CD) solution(s). IaC will be used for infrastructure (networks, virtual machines, load balancers, and connection topology) in cloud tenant space(s).</p> <p>Infrastructure as Code (IaC) / Cloud Infrastructure</p> <ul style="list-style-type: none"> • Implementation of PaaS services on public cloud • Orchestrate infrastructure using IaC with Terraform or similar products • Build and manage Docker containers and container repositories • Container Orchestration using Kubernetes • Write Ansible modules for IaC processes • Lead testing with frameworks like selenium, JMeter, Python etc. • Analyze and baseline configurable items with Linux/Windows based systems • Monitor and fine tune performance of Linux based systems by reviewing performance and system logs to resolve issues • Work with development teams modelling and baselining database configuration items • Implement High Availability Databases • Perform network administration in a cloud hosted environment • Maintain system logs, hardware/software licenses, and agreements

30%

Continuous Integration (CI) / Continuous Delivery (CD) / Agile

- Design, implement and manage CI/CD processes and methodologies
- Write Ansible modules for CI/CD process
- Perform code building / packaging: Dot Net, Java scripts, Node JS, Java, Python
- Implement and run continuous integration and deployment of incremental changes to systems, including each of the following:
 - Server configuration scripting
 - Configuration management tools
 - Continuous deployment tools
 - Continuous integration tools
 - Continuous monitoring tools

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.
- Advise management on formulating information technology strategies 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 as required, attend 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 and weekends, as events require.
- Must pass a fingerprint background criminal record check completed by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Information Technology Specialist II will receive general direction from the Information Technology Manager 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 a variety of staff at all levels within the California Department of Technology (CDT), customer departments, and hardware and software 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:

This level does not supervise but may lead.

Other Information

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 automation related to IaaS and CI/CD Pipelines, prior to implementation. The incumbent must adapt to change within the organization and have general knowledge of the CDT quality culture, core values, vision and mission. The incumbent is required to work independently and as a team lead, displaying patience, and professionalism with a variety of individuals of all levels (e.g., Executives, management, peers, and vendors). Must have the ability to convey complex technical ideas and relate to the intend audience. The incumbent 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
- Implementation experience of High availability for cloud applications and data
- Implementation experience in Database backup and restore in highly scalable infrastructure
- Experience in Database replication(s) across regions and on multi-cloud
- Experience in Databases like MySQL, MS SQL, etc.
- Experience in multi-cloud environments (Azure, AWS, GCP)
- Network administration
- Knowledge of how to maintain system logs, hardware/software licenses, and agreements
- Experience performing DevOps engineering in two or more IT projects in agile efforts.
- Experience working with agile development teams in continuous integration / continuous release cycles model such as Azure DevOps, 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
- Knowledge of agile project management tools such as (Jira, Pivotal Tracker, Azure DevOps)
- Ability to use a wide variety of open source technologies and 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
- Ability to have 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 []
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) []	SUPERVISOR SIGNATURE	DATE []
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Instructions

Copies and Distribution	<ul style="list-style-type: none"> • <u>Current and Proposed Duty Statements</u>: Submit with Request for Personnel Action (RPA) package. • <u>Approved Duty Statement</u>: Supervisor reviews with incumbent; both supervisor and incumbent must sign and date. • <u>Signed Copies</u>: Original to supervisor; copy to incumbent; scanned/electronic version emailed to Human Resources. 		
Section A: Position Profile	Complete Sections A through K. If position number is changing, complete sections D, E, G, and H using the proposed position information. If incumbent's name is known, complete section C.		
Section B: Position Functions & 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.		
Organizational Setting and Major Functions	Provide a <u>brief</u> description of the position's reporting relationship, primary role, and purpose.		
Essential Functions	Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%. Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to: <ul style="list-style-type: none"> • The position exists to perform the function. • There are a limited number of other employees available to perform the function, or among whom the function can be distributed. • The function is highly specialized; the person is hired for special expertise or ability to perform the function. • Removal of the function would fundamentally alter the job. To write essential functions for the position: <ul style="list-style-type: none"> • Identify the major functions of the job. Most positions have five to seven major functions. • Identify the specific tasks associated with each major function (include end products). • Identify the level of work and why the work is done. The below is an example of how to write an essential function and the associated task statements: ESSENTIAL FUNCTIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px; vertical-align: top;">45%</td> <td style="padding: 5px;"> Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> <ul style="list-style-type: none"> • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. </td> </tr> </table>	45%	Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> <ul style="list-style-type: none"> • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda].
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Marginal Functions	Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases "perform other related duties" or "perform other related work" can be used in the marginal functions field. NOTE: Percentages shall be in increments of 5, and should be no more than 5%. The total percentage of all functions (essential and marginal) must equal 100%.		
Work Environment Requirements	Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. NOTE: Specify in this section if a fingerprint background check is required.		
Allocation Factors	<ul style="list-style-type: none"> • <u>Supervision Received</u>: Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review. • <u>Actions and Consequences</u>: Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations. • <u>Personal Contacts</u>: Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group. • <u>Administrative and Supervisory Responsibilities</u>: Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate "None" if a non-supervisory position. • <u>Supervision Exercised</u>: Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature. 		
Other Information	Identify any significant factors or special requirements for this position that are not included elsewhere on this form. <ul style="list-style-type: none"> • <u>Desirable Qualifications</u>: Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent's ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) NOTE: Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB). 		