

DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist II (System Engineering)	Position Number: 580-152-1414-909
Working Title: Storage Area Network Engineer	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: PERM/Full-time
Center/Office/Division: Information Technology Services Division (ITSD)	Branch/Section/Unit: Data Center Operations & Services Branch (DCOSB) / Systems Architecture Services Section (SASS)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the general direction of the Information Technology Manager I (ITMI) of the Data Center Operations & Services Branch (DCOSB)/ Systems Architecture Services Section (SASS)/ Server Support Unit (SSU). The Information Technology Specialist II (ITS II) supports complex enterprise Linux, Storage Area Network Systems administration, Disaster Recovery and Information Archival administration, and Linux Storage administration. Administers all aspects of data center Linux administration, including virtual devices and VMWare administration at three CDPH data centers and collaborates with the Server Operations Services Section (SOSS) SAN storage team for Linux related storage for the California Department of Public Health (CDPH) information technology (Data Center Operations & Services Branch (DCOSB)). Consults with and provides guidance to IT and program staff for all IT Linux OS, application, backup and storage workloads, including technical

requirements development, building and deploying Linux systems and servers, monitoring, tuning and troubleshooting Linux backup and storage systems for optimal performance and system availability.

The ITS II will perform duties in the Information Security Engineering, System Engineering and Information Technology Project Management domains.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% Performs occasional travel in support of data center Linux/SAN systems.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Linux System Administration - The ITS II manages, installs, and configures server hardware and software supporting enterprise Linux operating systems (OS), applications, backup and restoration. Develops and maintains secure Linux operating system servers and assigning file share permissions, shell scripting, including RedHat Enterprise Linux (RHEL). Monitors and analyzes Linux OS and applications, backup and storage performance using various tools, such as: Splunk APM, vCenter, What'sUp Gold, NetBackup, AvePoint, built-in administration interfaces, etc. Troubleshoots and repairs high level Linux server and application issues that lower level staff cannot resolve, including Oracle RAC and SQL databases. Designs, analyzes and approves Linux security access controls. Leads efforts to migrate and reorganize complex Linux file server data for internal customers based on Linux technology refresh plans. Meets with other technical and non-technical teams to develop and refine plans and projects related to Linux. Supervises vendor staff during and after business hours to complete Linux related installation and repair activities.
- 20% Linux Backup Administration - The ITS II manages, installs, and configures Linux backup hardware and software. Acts as technical specialist for all new backup technology and related to Linux system software and hardware. Reviews daily Linux alert messages and troubleshoots accordingly to resolve issues and ensure the correct daily functioning of backup solutions. Leads in team meetings to discuss issues with Linux backups. Leads efforts to replace faulty and end of life Linux hardware and software. Leads in evaluation of new solutions and researches solutions to challenges in Linux backup environment.
- 15% Linux Storage Administration - The ITS II manages, installs, and configures backup and storage for Linux servers. The ITS II collaborates with the Storage/Backup team to plan, maintain, develop, implement, and provisions storage solutions for virtual Linux servers. Acts as technical specialist for all new backup and storage technology and related system Linux software and hardware. Reviews daily alert messages and troubleshoots accordingly to resolve issues and ensure the correct daily functioning of the Linux server storage. Monitors available storage and utilization rates and makes predictions based on

existing trends and analysis tools to recommend procurement before storage becomes fully utilized. Meets with stakeholders and other customers on an as-needed basis to review Linux storage needs and concerns. Develops plans to resolve Linux storage-related issues.

15% System Analysis and Project Support - Analyzes complex business information technology issues in support of program staff for the enterprise. Meets with technical staff, schedules resources, develops timelines and resolves technical issues. Prepares system, procurement, and technical documents. Uses performance monitoring logs to tune servers and makes changes in response to new products and security initiatives. Coordinates maintenance windows for external vendors and internal staff to conduct scheduled and emergency maintenance on systems.

5% Documentation - Creates technical documentation to support and maintain complex IT systems. Understands all phases of Linux server administration, including Virtual environments and Linux administration. Documents physical and logical designs, hardware and software specifications; including business and system requirements, project scope, deliverables, schedules and budgets, system test specifications and results. Disseminates documentation to stakeholders via SharePoint, OneNote, Teams, or file repositories. Reviews and updates existing documentation as needed to maintain accuracy.

Marginal Functions (including percentage of time)

5% Performs other duties as assigned

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name: _____ Date _____

Employee’s Name: _____ Date _____

Supervisor’s Signature _____ Date _____

Employee’s Signature _____ Date _____

HRB Use Only:
Approved By: _____ Date _____