

## DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification <b>Information Technology Specialist II</b>	Working Title <b>Senior DevOps Engineer</b>						
Employee Name <b>Vacant</b>	Position Number <b>791-753-1414-002</b>						
Project/Division Name <b>Child Welfare Digital Services</b>	Supervisor's Name <b>Khosrow Mamnoon</b>						
Unit <b>DevOps Engineering</b>	Supervisor's Classification <b>Information Technology Manager I</b>						
Physical Work Location <b>2870 Gateway Oaks Dr. Sacramento, CA 95833</b>	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction						
Effective Date <b>TBD</b>							
2. REQUIREMENTS OF POSITION							
<p><b>Check all that apply:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%;"><input type="checkbox"/> Requires Fingerprinting &amp; Background Check</td> </tr> <tr> <td><input type="checkbox"/> May be Required to Work in Multiple Locations</td> <td><input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table> <p>Telework opportunities may be available for this position based on business need.</p>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Other ( <i>specify below in Description</i> )		
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3. DUTIES AND RESPONSIBILITIES OF POSITION							
<p>IT Domains used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Business Technology Management</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Information Technology Project Management</td> </tr> <tr> <td><input type="checkbox"/> Client Services</td> <td><input checked="" type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Information Security Engineering</td> <td><input checked="" type="checkbox"/> System Engineering</td> </tr> </table>		<input type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Management	<input type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering	<input checked="" type="checkbox"/> Information Security Engineering	<input checked="" type="checkbox"/> System Engineering
<input type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Management						
<input type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering						
<input checked="" type="checkbox"/> Information Security Engineering	<input checked="" type="checkbox"/> System Engineering						
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Technical Chief (ITM I), the Senior DevOps Engineer is a subject matter expert in the technical architecture and implementation of the CWDS CARES applications and works to provide technical information to decision makers so they can make informed decisions about very complex technical infrastructure that supports the product and infrastructure technology used for continuous integration and continuous deployment (CI/CD) of the CWDS CARES applications and infrastructure components.</p> <p>The Senior DevOps Engineer works with other software and infrastructure engineers to plan, design, and implement the technical infrastructure used by the CWDS CARES applications in a commercial Cloud (dynamic infrastructure) and traditional data center hosting environment. The incumbent will leverage best practices for cloud-native application infrastructure including "infrastructure as code" and will implement the technical infrastructure following development practices that mirror application development processes.</p> <p>The Senior DevOps Engineer will be an ongoing contributor to the complete lifecycle of the CWDS CARES applications including the development and ongoing operations support of a complex, cloud-native environment that supports thousands of users in a mission critical service delivery environment. This role requires participation in on-call rotation to provide off-hours production support.</p>							
Percentage of Duties	Essential Functions						
30%	<p>Define system architecture, which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>coordinate and deploy infrastructure system design, modification, upgrade, and implementation.</li> <li>develop and implement standards and controls that ensure the security, reliability, and availability of system components.</li> <li>implement and manage continuous delivery systems and methodologies.</li> </ul>						

	<ul style="list-style-type: none"> <li>• understand, implement, and automate security controls, governance processes, and compliance validation.</li> <li>• define and deploy monitoring, metrics, and logging systems (e.g., New Relic, SPLUNK, etc.)</li> <li>• verify stability, interoperability, portability, security, or scalability of system architecture using services provided by Amazon Web Services (AWS), commercial off-the-shelf (COTS) software, or custom tools and scripts developed by the project</li> <li>• monitor and conduct audits of system capacity, performance and traffic analysis</li> <li>• design, implement, and maintain systems architecture across multiple platforms to best align technology solutions to automate operational processes.</li> <li>• Use Amazon Web Services (AWS) to implement and manage infrastructure components, services, and resources</li> </ul>
30%	<p>Design standards and high-level structures for software systems, which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• administer and troubleshoot Linux-based servers and containers to serve a cloud-native application</li> <li>• create, enhance, and maintain IT software solutions, when tools do not exist, using various programming languages (e.g., Shell, Python, Ruby, AWS Lambda or Java) to meet project requirements and expectations with regards to efficiency, effectiveness and problem resolution</li> <li>• design and implement system access controls to maintain system security in accordance with information security best practices and standard IT operating procedures.</li> <li>• develop and manage infrastructure configuration management via automation (e.g., Ansible, AWS CloudFormation, etc.)</li> <li>• configure and manage users access control and enterprise identity federation with AWS Cognito</li> <li>• institute continuous integration and deployment (CI/CD) and continuous monitoring capabilities (e.g., Artifactory, Jenkins, GitHub, etc.)</li> <li>• configure and manage containerization technologies (e.g., Kubernetes, Docker, AWS EKS).</li> <li>• develop and maintain AWS CloudFormation templates and Ansible Playbooks for environment deployment and configuration</li> </ul>
15%	<p>Provide communications and stakeholder management, which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• collaborate with a multi-functional team made up of state, county consultant, and contractor personnel to analyze stakeholder expectations and develop appropriate strategies for effectively engaging stakeholders in project decisions and execution.</li> <li>• produce and present technical documentation to state executives, county users, and other stakeholder groups to help people understand and use the system; and</li> <li>• participate in discussions with representatives from the California Department of Social Services, Office of Systems Integration, County Welfare Directors Association, California counties, vendors, and other stakeholders to plan, collect, create, and distribute project information.</li> </ul>
10%	<p>Provide contract management oversight, which includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• schedule and prioritize monthly tasks for inclusion in contractual Work Order Agreement (WOA)</li> <li>• participates in the development of Statements of Work to support non-IT and IT procurement documents (Requests for Offer and Requests for Proposal)</li> <li>• review proposed technical and contractual requirements to ensure compliance with federal and state regulations and current contractual terms and conditions</li> <li>• evaluate vendor proposals</li> <li>• assist in the preparation of responses to the vendor community</li> <li>• develop justifications and other requests to meet project procurement and contract management needs</li> </ul>
10%	<p>Prepare documentation using standard California Project Management Frameworks or Methodologies, which include but is not limited to:</p> <ul style="list-style-type: none"> <li>• participate in the development of project-approval documents such as the state Special Project Report (SPR) and federal Advanced Planning Documents (APD)</li> <li>• prepare various sections of the SPR and APDs in accordance with guidelines and regulations stipulated in the Statewide Information Management Manual and the Code of Federal Regulations respectively.</li> <li>• assist in responding to control agency observations and coordinate responses from CWS-NS Project and CDSS; and</li> </ul>

	<ul style="list-style-type: none"> <li>assist in the development of ad hoc reports for the Legislature, Administration and other entities.</li> </ul>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

**4. WORK ENVIRONMENT** (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%)	Sitting: Intermittent (34-50%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: Sit Stand Desk and Telework.	
Type of Environment: a. High Rise b. Cubicle	
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.	

**5. SUPERVISION**

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)  
None.

**6. SIGNATURES**

**Employee’s Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee’s Name (Print)

Employee’s Signature

Date

**Supervisor’s Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor’s Name (Print)  
Khosrow Mamnoon

Supervisor’s Signature

Date

**7. HRD USE ONLY**

**Human Resources Division Approval**

- Duties meet class specification and allocation guidelines.  
 Exceptional allocation, 625 on file.

HR Analyst initials  
SH

Date approved  
11/07/2019

**Reasonable Accommodation Unit use ONLY** (completed after appointment, if needed)

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE’S OFFICIAL PERSONNEL FILE (OPF)

- **PROVIDE A COPY TO THE EMPLOYEE**
- **FILE A COPY IN THE SUPERVISOR'S DROP FILE**