

**DUTY STATEMENT**

TECH 052 (REV. 02/2018)

**PROPOSED**

RPA NUMBER (HR USE ONLY)

21-119

**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 10/13/21	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I		E. POSITION WORKING TITLE DevOps Engineer
F. CURRENT POSITION NUMBER 695-533-1402-004		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 Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY/8:00AM-5:00PM/DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" 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).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><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</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>Under the direction of the Information Technology Manager I (IT Mgr I), the Information Technology Specialist I (IT Spec I) performs a variety of complex technical tasks in one or more domains. The IT Spec I is responsible for technical support for Office of Enterprise Technology (OET) and other business requests, including BizSecDevOps Consulting, Infrastructure/Configuration Management, Automation for "Build and Release" Engineering, Site and Infrastructure Reliability, facilitation of Automated Testing, and management of the Innovation Lab. The IT Spec I optimizes and applies architecture solutions for the benefit of the overall organization. The IT Spec I also provides input for formulating information technology strategies within the organization, with a strong focus on DevOps principles security of applications and innovation lab maintenance.</p>
<p>% of time performing duties</p> <p>55%</p> <p>30%</p>	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%)</p> <p><b><u>DevOps/ Automation Engineering</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate and consult with development and operational teams to understand their needs, provide recommendations on infrastructure, and DevOps toolchain design, and then drive implementation of the same.</li> <li>• Integrate new and best practice software tools/method that will support, enhance and grow OET's current Continuous Integration and Continuous Delivery capabilities.</li> <li>• Research, implement, and share best practices for configuration management, Infrastructure as Code, and managing cloud/distributed systems</li> <li>• Support initiatives to help introduce or improve DevOps capabilities that leverage productivity for scalable deployment and automated workflow capabilities.</li> <li>• Assist with the facilitation of continuous integration, continuous deployment, code repository, and webhooks for the OET development team that include ADA and Security review.</li> <li>• Participate in the onboarding process.</li> <li>• Participate in development teams or groups, representing the DevOps Engineering team.</li> </ul> <p><b><u>Security/Infrastructure/Configuration Management</u></b></p> <ul style="list-style-type: none"> <li>• Assist with the architecture, design, configuration, operation, and maintenance of systems.</li> <li>• Responsible for contributing to the development of platforms/infrastructure. Install</li> </ul>

% of time performing duties

and configure, implement reusable components, translate technical requirements, assist with all stages of test data, and perform script maintenance and updates

10%

**DevOps /Agile Consulting/Other**

- Participate in the processes of Unit planning meetings for OET IT efforts.
- Assist with GitHub OET source code as needed
- Learn and support the BizSecDevOps culture at OET

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 24/7.
- May need to work off hours as needed.
- Some traveling may be required.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The IT Spec I receives direction from the IT Mgr I of DevOps Engineering. Supervision and direction received is general in scope and in nature depending on the particular project or assignment. The IT Spec I is required to utilize creativity and ingenuity for developing and analyzing various administrations and applications.

**Actions and Consequences:**

The IT Spec I is responsible for independent work within business constraints. This level is responsible for the recommendations to their team and manager. The consequence of error may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, and loss of business continuity. Consequences also include error in making decisions or giving advice that would have a serious detrimental effect on the operating efficiency of the undertaking or function.

**Personal Contacts:**

The IT Spec I has contact with managers, technical staff and users to provide and make recommendations regarding systems and problems requiring solutions. Also has regular contact with IT staff, vendors, and external entities.

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

None

**Supervision Exercised:**

This level does not supervise but may lead. The IT Specialist I has defined responsibility and authority for decision making related to projects or in an advisory function

**Other Information**

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

The IT Spec I should have a multi-disciplinary background with strong skills and experience in the discipline of digital accessibility. The candidate should possess the following skills/abilities in order to perform the essential functions of the position:

- Experience in infrastructure automation/Configuration Management, including but not limited to: Ansible, CloudFormation, PowerShell, Terraform, and Azure Resource Manager.
- 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.
- 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
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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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