State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:
VACANT

CLASSIFICATION:	POSITION NUMBER:
INFORMATION TECHNOLOGY SPECIALIST III	800-700-1415-002

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
INFORMATION SYSTEMS DIVISION	

SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
RICHARD GILLESPIE	C.E.A. A

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

☐ Designated under Conflict of Interest Code.

☐ Duties require participation in the DMV Pull Notice Program.

☐ Requires repetitive movement of heavy objects.

☐ Performs other duties requiring high physical demand. *(Explain below)*

☐ None

☑ Other *(Explain below)*

   Fingerprint clearance required.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☐ None   ☐ Supervisor   ☐ Lead Person   ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Information System Division's (ISD) mission is to develop, support and promote the business value of information technology (IT) which comes from the ability to conduct business processes more reliably, faster and at lower cost. ISD creates value by continually improving customer service and providing access to information that enables better decision making by California Department of Social Services (CDSS) business units.

ISD accomplishes this by:
• Effectively managing information systems and equipment;
• Planning, communicating and implementing responsible information technology policies and solutions; and,
• Sharing and transferring information technology knowledge and tools.

CONCEPT OF POSITION:

Under the administrative direction of the Chief Technology Officer (CEA A), the Information Technology Specialist III (ITS III) serves as the cloud solutions architecture lead at the mastery level in the evaluation and selection of technology standards/governance processes to ensure cloud solutions are aligned with CDSS strategic goals and objectives. The ITS III works collaboratively with IT staff within other Service Areas to ensure ISD develops cost-effective solutions to meet customer's business needs and align solutions with ISD service offerings. The ITS III participates in the modernization of the CDSS technology systems through the development of processes and policies surrounding cloud architecture and will be the key advisor to architecture practices and methodologies.

A. RESPONSIBILITIES OF POSITION:

The ITS III is responsible for the development and implementation of the cloud framework and methodology. The ITS III makes recommendations on cloud policies, compliance, and on current and new cloud IT developments. The ITS III works with CDSS/ISD functional areas, as well as stakeholders. With IT constantly changing, the ITS III will stay up-to-date on emerging technologies and information that can affect the cloud culture. At the mastery-level, the ITS III maintains first-rate architectural, pioneering, and presentation skills for creative facilitation, organization, and reporting. Collaborates and leads project support teams to facilitate and implement cloud IT initiatives and processes to achieve strategic goals and business objectives for CDSS.

40% Lead Cloud Solutions Architect - The ITS III serves as a subject matter expert for all cloud architecture and infrastructure design initiatives and is expected to possess mastery level knowledge and expertise and is responsible for the following duties: Lead and work with cross-functional CDSS and vendor teams to architect, design and develop the most complex Cloud computing architecture and infrastructure solutions; Works closely with business units, service areas, and vendors to define strategies for architectural technical solutions, determine requirements, and develop functional cloud computing infrastructure and architecture designs based on the analysis of line of business needs, objectives, and existing systems infrastructure; Influence clients and partners to prioritize for enterprise benefit and risk reduction and assist in driving the adoption of technology solutions that leverage cloud computing within CDSS; Leads and owns activities related to the design, development, and maintenance of the Cloud environment; Collaborates with all relevant parties to review the objectives and constraints of each solution and determine alignment with CDSS strategic goals and objectives; Recommends the most suitable technical architecture and defines the solution at a high level; Identifies and recommends areas appropriate for further study and participates in any Proof of Concept projects required to investigate infrastructure and architectural possibilities and strengthen arguments for their adoption; Accountable for the identification, management, and mitigation of all Infrastructure architecture risks that have the potential to impact the business' objectives. Provide Cloud computing technical expertise and knowledge to CDSS and customer design, development and implementation teams.

30% Research and Development - The ITS III will maintain a high level of knowledge and mastery of cloud-related infrastructure and architectural technologies through on-going research and development. These responsibilities include: Work with strategic vendors and partners to review and influence product roadmaps, strategies, run proof of concepts, and identify gaps and solutions; Monitor new technological advances in cloud and hybrid infrastructure and architectural technologies; Remain knowledgeable on cloud technologies and cloud and hybrid cloud frameworks; Evaluate, test and recommend new cloud technologies and services for inclusion into the CDSS service catalog. Keep up to date, research and maintain awareness on new cloud services, technologies, regulations and trends. Identify potential impacts to CDSS.

15% Consulting - The ITS III is the subject matter expert in the areas of Cloud computing. This role comes with the expectation that the ITS III represents CDSS in a consulting capacity with vendors, business units and customers. Participates in meetings with customers to assist with architecting IT modernization strategies. Conducts and actively participates in meetings related to the designated project/s with clients and partners.

10% Mentoring and Training - ITS III is expected to possess mastery level knowledge and skills in cloud computing and technologies. It is the responsibility of the IT Specialist III – Cloud Architect to train and mentor junior level CDSS staff to elevate the overall functional level of Cloud Computing proficiency within the enterprise. Duties include: Providing technical and professional leadership and coach more junior level CDSS staff; fostering an innovative culture, promoting an open and proactive approach to collaboration and mentoring; and developing training material and test environments for CDSS staff.

5% Other Duties - Complete other duties as required within the classification specification. Performs other related duties as required.

B. SUPERVISION RECEIVED:

The ITS III reports to and receives administrative direction from Assistant Deputy Director/Chief Technology Officer, C.E.A. A. The ITS III may independently perform special assignments, as required, in support of the Program's needs.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The ITS III has contact with executive leadership, staff at all levels of the department, other departments and control agencies, e.g., California Health and Human Services Agency, Department of Finance, Department of General Services, Department of Health Care Services, Office of Systems Integration, Federal Agencies, California Department of Technology and local government organizations and stakeholders. The ITS III also meets regularly with vendors and contractors and supports successful service procurements.

E. ACTIONS AND CONSEQUENCES:

The ITS III is responsible for extensive knowledge of IT policy, standards, processes and procedures, and working with customers and IT colleagues to identify business problems, opportunities and solutions to advance business programs. The incumbent must exercise good judgment, analyze problems and take appropriate actions. Failure to perform due diligence and exercise good judgment would have an adverse impact on the ability of the ISD to deliver successful information technology projects that support the business and on the branch to provide knowledgeable, informed recommendations to the CDSS for effective use to technology.

This position requires the incumbent maintain consistent and regular attendance. Inconsistent attendance would shift workload to other employees and negatively impact the quality, timeline and success of projects.

F. OTHER INFORMATION:

Local network and wide area network knowledge is required to perform the ITS III technical duties. This job requires working on a personal computer, 75% of the time. This position requires a background investigation, including a criminal conviction history screening, before hire (IRS Publication 1075). Applicants are required to submit fingerprints via the Live Scan process to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Background investigation clearance is a condition of employment for this position.