EDD
Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	

Civil Service Classification	Working Title
Information Technology Specialist III	Principal End User Device Security Architect

Name of Incumbent	Position Number
	280-353-1415-016

Section/Unit	Supervisor's Name
Enterprise Security Operations Section	

Division	Supervisor's Classification
Infrastructure Services Division	Information Technology Manager II

Branch	Duties Based on:
Information Technology Branch	☒ Full Time ☐ Part Time - Fraction *Click here to enter text.*
	Revision Date
	4/18/2022

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☒ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*

N/A

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)
☐ Business Technology Management   ☒ IT Project Management   ☐ Client Services
☒ Information Security Engineering   ☒ Software Engineering   ☒ System Engineering

Under the administrative direction of the Information Technology (IT) Manager II, the Information Technology Specialist III works as a Principal End User Device Security Architect in the Employment Development Department's (EDD) Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at EDD. The incumbent serves as a specialized technical advisor and makes a significant contribution to the development and formation of policy, practices and standards related to enterprise technology. The incumbent collaborates with and provides expert level technical guidnace to system owners on the implementation, maintenance and operations of the organization's statewide information technology systems.

The IT Specialist III has an advanced level of organizational understanding and the ability to bridge strategic intent and practical technical application. The incumbent utilizes master-level knowledge and skills in future technology, trends, technical components, interfaces, protocols and/or architectures to advise management on formulating IT strategy, policy and governance throughout EDD. Provides expertise to ensure the integration and interoperability of multiple architectural platforms and systems; to build technology blueprint for current and future organizational needs; and to provide scalable architecture, solution and design.

The incumbent has extensive decision-making authority and directs the most critical and complex projects, including the development of enterprise architecture, providing strategic and tactical technical direction, and

cross-domain expertise at a deep technical level. The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused, service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.

| 3. | DUTIES AND RESPONSIBILITIES OF POSITION *(continued)* |

Percentage of Duties	Essential Functions
30%	Serves as a lead Architect and subject matter expert in multiple lines of business in the Enterprise Security Operations Section such as:

- Cloud based Application Delivery,
- Cloud based End User device imaging,
- Encryption,
- Enterprise Desktop Security Hardening,
- Application Virtualization,
- Bring Your Own Device Security,
- Virtual Desktop Infrastructure, and
- Enterprise Endpoint Application Security.

Provides expert technical and architectural advice to EDD in the planning, development and maintance of the enterprise security framework and its associated policies, standards and governance methods. Implementation of this environment requires the ability to provide strategic technical leadership and advise EDD executive management for effective development of security solutions that strategically align to the EDD business vision. Designs and implements security initiatives and provides recommendations to IT executive management for future initiatives. Communicates and collaborates with all lines of business in IT Branch.

Provides expert level guidance and support for:
- Documenting, migrating and deploying cloud-based solutions.
- Software-defined network concepts, Cloud computing, and Platform as a Service (PaaS) methodology.
- Participates in cross-functional teams to deliver collaborative services using Infrastructure as a Service + PaaS, and a combination of securing Software as a Service solutions.
- Participates with a cross department-functional team to establish a cloud operational
- governance framework.
- Hands-on, technical cloud computing.
- Hands-on, technical OS and Application Virtualizaion experience.

| 20% | Demonstrates expert level knowledge and provides leadership and mentoring in the area of EDD's various endpoint security and management tools. Designs, implements in designing modern infrastructure security architectures, including development products, implementation architectures, functional specifications, application testing, and production migration for the department's business applications at EDD, Public and Private Cloud along the Office of Technology Services data centers. Works with management and technical experts in all IT disciplines to be fully informed of the features and applied usage of EDD's hosting environments. Demonstrates mastery of technical knowledge in the area of complex problem resolution on the department's security tools and applications. |

Maintains expert level working knowledge of:
- Software-defined network concepts, cloud computing, and PaaS methodology;
- Security principles around public cloud and private cloud environments;
- Security compliance as it relates to the cloud covering vertical market and sovereign regulations;
- Security principals around external access to include VPN connections and Bring Your Own Device (BYOD)
- Routing protocols and their application;

- Lightweight Directory Access Protocol and other authentication methods;
- Linux administration and engineering (Red Hat Enterprise Linux (REHL), Ubuntu, CentOS);
- DevOPS and automation/configuration tools such as Ansible, CloudFormations, and Azure Resource Manager;
- Windows Administration and engineering to include Active Directory, System Center Configuration Manager, Virtual Desktop Infrastructure, Application Virtualization, System Center Operations Manager, and other Microsoft Windows tooling; and
- Endpoint Management technologies.

20% Provides technical guidance to Architects to maintain and improve all system documentation and standard operating procedures to ensure technical systems standards are maintained and improved. Provides consultation and expert technical direction to IT executive management to ensure the success of any sections assigned projects and the ongoing evolution of information security platforms to support business requirements and align with the corporate IT strategy. Provides expert technical guidance and strategic direction to ensure all applicable enterprise infrastructure policies and standards are adhered to. Ensures information systems are compliant with all department, state, and federal information technology and security requirements/ Responds to most complex escalated Enterprise break/fix server and client problems by investigating and troubleshooting to resolve issues and close with Root Cause Analysis. Acts as a technical lead subject matter expert, and architect for the department's system upgrades and enhancements including but not limited to: Cloud Application Delivery, End User Device Hardening, Bring Your Own Device (BYOD) security, Encryption, and Virtual Desktop Infrastructure. Architects and supports the evaluation and testing of hardware and software for the server/client infrastructure and systems. Architects, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.

10% Performs subject matter expert level technical review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual, the State Administrative Manual, and EDD IT Branch's Technical Circulars.

10% Effectively communicates with the project team and with customer contacts, partnering divisions, and branch management. Prepares and gives presentations regarding projects as required. Utilizes presentation skills to effectively report/present findings and deliverables as required.

5% Invests in personal development through continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

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

Standing: Occasional (13-25%)   Sitting: Frequent (51-75%)

Walking: Occasional (13-25%)

Temperature: Temperature Controlled Office Environment

Lighting: Artifical Lighting

Pushing/Pulling: 1-25% of the time

Lifting: 1-25% of the time

Bending/Stooping: 1-25%

Other: *Click here to enter text.*

Type of Environment: a. Cubicle   b. Select   c. Select   d. Select

Interaction with Public: a. N/A   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

N/A –

Civil Service Classification
IT Specialist III

Position Number
280-353-1415-XXX

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 Position Statement.

Employee's Name (Print)
Click here to enter text.

Employee's Signature   Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)
Click here to enter text.

Supervisor's Signature   Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials	Date approved
dmg	4/18/2022

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

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

**   AFTER SIGNATURES ARE OBTAINED:
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**