

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification  Information Technology Specialist II  Name of Incumbent	Working Title Enterprise Desktop Application Security Specialist  Position Number 280-353-1414-036  Supervisor's Name
Section/Unit Enterprise Security Operations Section/ Enterprise Desktop Application Security	Supervisor's Classification Information Technology Manager I
Division Infrastructure Services Division	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
Branch Information Technology Branch	Revision Date 7/19/2021

### 2. REQUIREMENTS OF POSITION

Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required          | <input type="checkbox"/> Call Center/Counter Environment                           |
| <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check     |
| <input type="checkbox"/> Requires DMV Pull Notice                                 | <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) |
| <input checked="" type="checkbox"/> Travel May be Required                        | <input type="checkbox"/> Other ( <i>specify below in Description</i> )             |

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

May be required to move certain equipment. Some overnight travel may be required

### 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.)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Business Technology Management   | <input type="checkbox"/> IT Project Management           | <input checked="" type="checkbox"/> Client Services    |
| <input type="checkbox"/> Information Security Engineering | <input checked="" type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> System Engineering |

Under the general direction of the Information Technology Manager I, the Information Technology (IT) Specialist II works as a security Architect in the Enterprise Security Operations Section, Enterprise Desktop Application Security, of the Infrastructure Services Division (ISD) within the IT Branch of the Employment Development Department (EDD). The incumbent serves 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 is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.

The incumbent acts as an Architect on systems software/hardware projects, and/or on information systems.

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

45%	<p>Performs Architect level technical tasks in engineering in support of the Infrastructure Support Division's lines of business, and serves as system lead on a rotating basis with other engineers. Performs the following:</p> <ul style="list-style-type: none"><li>• Serves as the subject matter expert of server infrastructure to deploy, maintain steady-state and asset inventory reporting for virtual desktop infrastructure (VDI) hardware and software services for new and existing EDD enterprise IT and customer needs.</li><li>• Researches, architects, develops, and conducts rapid prototype / proof of concept initiatives to test solutions and build major infrastructure related projects to ensure security architecture is in alignment with National Institute of Standards and Technology 800-53, Federal Information Processing Standards Publication 199, and Internal Revenue Service Publication 1075.</li><li>• Specializes in VDI architecture, third-party application software virtualization, and application security, and VDI infrastructure services.</li><li>• Architects and/or integrates EDAS services with security controls for performance, stability, supportability and high availability along with other Enterprise network, compute, storage, authentication, applications and shared resources.</li><li>• Leads in the development and documentation of the baseline technical architecture, maintains documentation, operational guidelines/procedures and sustainable target architecture which is aligned with the enterprise strategic management plan.</li><li>• Acts as a subject matter expert and mentors for secure design, development, and review of architectural framework, principles, plans, standards, and procedures to be followed in the design and development of enterprise business processes, information, applications, technology, and information security and networking.</li><li>• Develops secure strategies, roadmaps, and approaches to transition from the baseline to the target architecture.</li><li>• Architects, engineers and mentors efforts necessary to accurately evaluate, test and install EDD's virtual desktops and virtual software for proper operation and department compliance.</li><li>• Acts as a subject matter expert and architects, leads and mentors the development of procedures to cover all components and activities needed to not only install, but also to evaluate and test proper operation and department compliance on all virtual desktops and virtualized software.</li><li>• Ensures project costs and expenditures are accurately tracked and monitored</li><li>• Configures, monitors and provides reporting statistics for EDAS services.</li></ul>
45%	<p>Responds to Tier 3 escalated Enterprise break/fix server and client problems by investigating and troubleshooting to resolve issues and close with Root Cause Analysis. Acts as a subject matter expert and architects and mentors for department system upgrades and enhancements including but not limited to: Virtual Desktop Infrastructure, virtual application delivery, desktop as a service. Architects, engineers, and provides Tier 3 support for the evaluation and testing of hardware and software for the server/client</p>

infrastructure and systems. Architects, engineers, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.

Performs Architect 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 ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve the more complex internal and external audit findings. Documents completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors expectation.

Percentage  
of Duties

Marginal Functions

5% Invests in personal development and growth through certification or continuous education to maintain knowledge in the information technology field with the emphasis in infrastructure services.

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: Artificial Lighting      Pushing/Pulling: 1-25% of the time  
Lifting: 1-25% of the time      Bending/Stooping: 1-25%  
Other:  
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)

**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)

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)

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

9/12/2022

**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