



PROPOSED CURRENT

Classification Title Information Technology Specialist III	Division Information Technology Services
Working Title Network and Security Architect	Office/Unit/Section/Geographic Location Information Technology Services/Rancho Cordova
Position Number 592-640-1415-001	Name and Effective Date

General Statement: Under the administrative direction of the Chief Information Officer (CEA B), the incumbent independently plans, organizes, and completes activities related to the research, development, implementation, and support of the server, network, storage and security environments of the Department of Cannabis Control (Department). The incumbent is responsible for providing support and oversight of the Department’s entire server, firewalls, network, storage and security environments including all Department office locations and remote computing locations supporting the Department. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

60% (E) Advanced System Engineering, Development, Implementation and Maintenance

Maintain storage and network requirements utilizing Storage Area Networks, Network Attached Storage and Redundant Array of Independent Disks. Perform the most complex tasks to optimize/enhance the network and storage capabilities using hardware and software such as enterprise servers, firewalls, redundancy/failover hardware and software, virtual servers, operation systems, backup software, security software, filtering software, etc. Manage server pool services for automatic workload management. Virtualize single–instance databases. Consolidate servers to improve performance and reduce costs. Provide expert-level, technical and security knowledge to the Department, and ensure that all Department Divisions, Branches, Offices and Units are utilizing next generation Infrastructure components, all while ensuring that Department’s infrastructure is secure and forward set for future technologies. (30%)

Design, install, and maintain all aspects of the Department’s virtual cloud solutions for central management of infrastructure as a service across the Department’s enterprise. Deploy high performance multi-tier enterprise applications using web, database, middleware, and application tiers on a single system. Research, plan, design, develop, and implement an upgraded infrastructure, including hardware and software; such as enterprise servers, firewalls, redundancy/failover hardware and software, virtual servers, operation systems, backup software, security software, filtering software, etc. (25%)

Design and implement the Department's backup and recovery strategy including design, installation, monitoring and maintenance of all aspects of the solution. Maintain the

health of all replications to cold targets for disaster recovery and hot targets for production reporting at multiple locations. This includes ensuring read-only access to a physical standby database for queries, sorting, and reporting purposes. It also involves implementing fast incremental backups when offloading backups to a standby database, as well as disaster recovery and/or testing capabilities using a standby database. Troubleshoot and resolve the most complex infrastructure problems when they arise.
(5%)

20% (M) Project Management

Perform project management to ensure project plans are complete, manage contracts/contractors to ensure statement of work/contract deliverables are managed, timelines are met, and deliverables are acceptable. Provide oversight for acceptance testing, and ensure invoices are paid according to contract requirements. Investigate, analyze, and evaluate project feasibility, develop project costs and benefit analysis/estimates, evaluate risks, and estimate resources needed for staff and consultants. Perform workload analysis, balance, and distribution through use of statistics and products available for informational gathering. Perform other duties as assigned.

15% (M) Analyze Network Systems/Enterprise Security Threats

Work with IT Leadership to monitor and analyze the network firewalls, intrusion protection systems (IPS), proxies, mail servers, switches, and routers for security threats. Recognize problems and events by identifying abnormalities and mitigating violations with the Information Security Office and management.

5% (M) Capacity Planning and Procurement

Determine configuration and physical planning for network and security systems, network components, and software to maintain a security posture to meet security policy requirements. Evaluate vendor software and hardware packages and coordinate the procurement of components, tools, and services.

B. Supervision Received

The incumbent works under the administrative direction of the CEA B.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent has contact with all levels of the Department staff, consultants, vendors, California Technology Agency staff, Control Agency staff, and other government agencies. This includes the Department Divisions, Branches, Offices, and Units including executive management. Contacts may be initiated with other departments,

governmental agencies, and private companies concerning information system and data center technologies as they related to the performance of this position.

F. Actions and Consequences

The incumbent will make decisions that impact the functionality of the Department's technology applications and solutions. Failure to properly administer duties using good judgment, logic, and discretion, may result in poor performance or unusable systems and/or applications, and prevent the Department's end users from effectively performing their duties. In addition, substantial workload backlogs may occur, online consumer services may be unavailable, and the Department may be unable to carry out mandates designed to protect consumers, licensees, and applicants.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent must occasionally move about inside the office to access office machinery. The incumbent must constantly operate a computer and other office productivity machinery, such as a copy machine. The incumbent must be able to remain in a stationary position 50% of the time. The incumbent may be required to perform duties at local client sites as required and at any of the Departments statewide field sites as scheduled in advance.

H. Other Information

The incumbent must be able to reason logically and creatively, utilize a wide variety of skills to resolve enterprise-wide technical issues, and application development and multiple system interface issues. Additionally, this position must have ability to communicate and resolve business related issues/problems that require a technology solution. Incumbent must be able to develop and evaluate alternatives, and research and present ideas and information effectively both orally and in writing. Incumbent must be able to consult with and advise interested parties on IT subjects; gain and maintain the confidence and cooperation of those contacted; accurately assign priorities to multiple projects at any given time and to remain flexible. The incumbent shall operate to protect the cyber security of individual departmental staff, the Department's network and infrastructure, and all data assets.

Required Technical Knowledge

Firewalls
Intrusion Prevention Systems
Risk Assessment technologies and methods
Unix/Linux
Windows Server
Active Directory
Networking and networking protocols
Security Standards and Security protocols

Additional Performance Expectations:

- Ability to work cooperatively with others
- Ability to work efficiently
- Ability to report to work on time
- Ability to maintain consistent, regular attendance
- Ability to work under changing deadlines
- Ability to look and act in a professional manner
- Ability to get along with others
- Ability to exhibit courteous behavior towards others at all times
- Ability to meet deadlines
- Ability to perform tasks with minimal amount of errors
- Ability to do completed staff work

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Travel - The position may require occasional travel, including overnight travel, by all available transportation methods.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification