

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Information Technology Specialist III	WORKING TITLE: Storage, Backup, and Disaster Recovery Architect
NAME OF INCUMBENT:	POSITION NUMBER: 280-353-1415-006
OFFICE/SECTION/UNIT: Enterprise Infrastructure Services	SUPERVISOR'S NAME:
DIVISION: Infrastructure Services Division	SUPERVISOR'S CLASSIFICATION: IT Manager II
BRANCH: Information Technology Branch	REVISION DATE: 04/27/23
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input checked="" 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 type="checkbox"/> Travel May be Required <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) N/A	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<b>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</b> <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
<p>Under the administrative direction of the Information Technology (IT) Manager II, the IT Specialist III works as a Storage, Backup, and Disaster Recovery 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</p>	

significant contribution to the development and formation of policy, practices and standards related to enterprise technology.

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 blueprints 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 supporting Disaster Recovery (DR), and cross-domain expertise at a deep technical level. Additionally, the incumbent contributes a significant level of expertise towards the implementation, maintenance and operations of the organization's statewide information technology systems.

The incumbent contributes toward the growth of the Information Technology Branch (ITB) 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.

Percentage of Duties	Essential Functions
35%	<p>Develop an enterprise-wide DR program including the formulation of DR strategies and policy. Provide expert level technical guidance and strategic direction to IT executive management and other technical direction to IT Specialists/subject matter experts to establish recovery plans and resource acquisition methodologies, plan and direct recovery exercises, as well as management of related IT budgets, development of annual program agendas and recovery improvement metrics. Responsibilities include working closely with EDD Executives and program managers to understand business needs and recovery objectives, as well as risk and impact due to loss or unavailability of data and systems. Create, enhance, and maintain the IT strategic and tactical plans to support data center recovery, ensuring adequacy of end-state production recovery environments, meeting all strategic planning deliverables, and coordinating activities of technology resources with key business units and development groups, as required. Ensure full documentation of system architecture, run books, and key processes are developed and maintained. Provide master-level EDD enterprise technical knowledge across all system environments, specializing in modern backup and recovery technologies, processes, and tools to EDD executive management on matters related to DR. Provide technical guidance to IT executive management team overseeing supporting services such as network and security, to ensure end-to-end recovery processes and documentation are planned, developed, and tested.</p> <p>Plan, design, and implement the IT component of the enterprise Business Continuity Management (BCM) plan. Establish and manage data center recovery capacity planning coordination with all divisions of the IT Branch and their supporting vendor teams. Develop budget estimates and change proposals in support of the DR program, and develop annual program goals and recovery improvement metrics. Plan, design, and implement a communications plan providing internal and external stakeholders status on the DR program, as well as communications needed during a DR event. Negotiates with stake holders for the</p>

<p>30%</p>	<p>execution of DR plans when IT and/or major business operations disruptions occur. Oversee the design, execution, and continuous improvement of DR plans through rigorous testing.</p> <p>Assess and implement the security controls in support of DR testing, and direct the execution and completion of all DR test activities within IT Branch, BCM, Business, External Partner, and Vendor teams to ensure strategic directives and tactical plans for DR are implemented, tested and documented. Provide expert level guidance to IT Executives and management on technical issues and best practice solutions in order to ensure enterprise goals regarding Recovery Time Objectives and Recovery Point Objectives can be met. Architect, design, implement and maintain an enterprise framework for the IT Project Management Office to incorporate DR planning for new applications, as required to meet business objectives. Direct cross-division efforts for system owners to assess the impact of potential disruptions in IT services, including declaring a disaster and activating the DR plan.</p> <p>As the Principal Architect and lead subject matter expert, the incumbent will exhibit a substantial depth of technical knowledge and significant leadership expertise for Storage Area Network (SAN), storage and data protection. Oversee the most complex technical tasks in support of storage and backup functions, and provide significant expertise and technical knowledge for complex problem resolution. As Storage Architect, provide leadership and mastery level expertise and support in the evaluation and testing of hardware, software, and cloud solutions, for the SAN, storage and data protection infrastructure. Lead communication with project teams and customer contacts, partnering divisions and Branch management. Prepare and give presentations regarding DR, storage and backup as required. Utilize presentation skills to effectively report/present findings and deliverables as required.</p> <p>Perform technical review and analysis of EDD IT systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Review information systems to ensure they are compliant with the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD ITB Technical Circulars. Identify issues and coordinate with team members and other stakeholders, including governance policy groups, to resolve. Mentor staff in infrastructure design and architecture, project and task implementation, testing plans, and migration of enterprise production systems. Train staff on the proper usage of the SAN/storage/data protection management and monitoring tools and software.</p>
<p>25%</p>	<p>Evaluate vendor software products and solutions for best fit, security best practices, and cost effectiveness in relation to EDD storage, backup, and recovery needs. Review and make recommendations on the most complex, strategic, and capacity planning efforts regarding the SAN/storage/data protection infrastructure and systems. Architect, recommend and implement multi-department evaluation and testing of applicable hardware and software. Architect and support Agency SAN/storage/data infrastructure refresh and technology enhancements throughout the state. Scope includes, but is not limited to SAN, storage, and data protection design, configuration, testing, implementation, and support. Provide expert level guidance to IT managers and system owners related to the oversight of daily operations, monitor, and manage systems, and troubleshoot the most complex system issues.</p>
<p><b>Percentage of Duties</b></p>	<p><b>Marginal Functions</b></p>
<p>5%</p>	<p>Invest in personal development and growth or continuous education to maintain Architect level knowledge in the IT field with the emphasis in infrastructure services.</p>
<p>5%</p>	<p>Other duties as assigned.</p>
<p><b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i></p>	

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other:		
<b>Type of Environment:</b> <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
<b>Interaction with Customers:</b> <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input checked="" type="checkbox"/> Other: N/A		
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff)		
<i>No supervision exercised. May serve as lead and mentor.</i>		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement..</i>		
Employee's Name:		
Employee's Signature:	Date:	
<b>Supervisor's Statement:</b> <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	4/27/2023
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> 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:		

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file