STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT
TECH 052 (REV. 02/2018)

PROPOSED

RPA NUMBER (HR USE ONLY)

25-149

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 12/15/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant

D. CIVIL SERVICE CLASSIFICATION Information Technology Associate	E. POSITION WORKING TITLE System Engineer
F. CURRENT POSITION NUMBER 695-311-1401-005	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services/ Technology Innovation Services/ DevSecOps Engineering/ Rancho Cordova	I. SUPERVISOR NAME AND CLASSIFICATION Sirisha Ibrahim, Information Technology Manager I

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY/ 8:00AM-5:00PM/ DAY	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK	☒ YES ☐ NO
		DRIVING AN AUTOMOBILE	☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

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

Organizational Setting and Major Functions

The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technological applications. We do this by providing foundational platforms and technology (such as GIS/Open Data, Web Portals, Software Engineering and Open Source code curation) for organizations to provide innovative digital services. The CDT's Office of Digital Services (ODS) plays a critical role to enhance digital government and build a California that works for all Californians.

Under the general supervision of the Information Technology Manager I (IT Mgr I), the Information Technology Associate (IT Assoc) will provide support to a variety of recurring technical tasks in one or more domains. The IT Assoc is responsible for technical support for the ODS and other business requests, including DevSecOps tasks, Infrastructure/ Configuration tasks, utilization of Automation for "Build and Release" Engineering, Site and Infrastructure Reliability activities and facilitation of Automated Testing in support of development teams. The IT Assoc applies predefined architecture solutions for the benefit of the overall organization. The IT Assoc also provides input for formulating information technology strategies within the organization, with a strong focus on DevSecOps principles security of applications and maintenance.

Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)

DevOps/ Automation Engineering

% of time performing duties

40%

- Follow the direction of a team lead or manager for tasks related to integration for software tools/methods as related to maintenance of the ODS's Continuous Integration and Continuous Delivery technologies.
- Perform tasks, with general supervision, that leverage productivity tools for scalable deployment and automated workflow capabilities.
- Perform regularly scheduled tasks in support of continuous integration, continuous deployment, code repository, and webhooks for the ODS development team.
- Participate in the onboarding process for new solution requests.
- Communicate with development and operational teams to understand their needs, follow recommendations on infrastructure and DevSecOps toolchain design, and then participate in implementation of the same.
- While partnered with a team lead or manager, represent the DevSecOps team in development efforts.

% of time performing duties	

40%

Security/Infrastructure/Configuration Management
- Assist with the configuration, operation, and maintenance of systems.
- Install, configure, implement reusable components, assist with all stages of test data, and perform script maintenance and updates.
- Utilize prebuilt automated deployments with configuration management technology.

15%

DevSecOps /Agile Consulting/Other
- Participate in the processes of Unit planning meetings for ODS IT efforts.
- Assist with GitHub ODS source code as needed.
- Learn and support the Agile DevSecOps culture at the ODS.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)
Other job-related activities, all staff meetings, share knowledge as requested.

Work Environment Requirements
- This position supports a critical infrastructure team for the ODS applications that run 24X7.
- May need to work off hours as needed.
- Some traveling may be required.
- Must pass a fingerprint background criminal record check completed by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Allocation Factors (Complete each of the following factors.)

Supervision Received:
The Information Technology Associate receives direction from the Information Technology Manager I of DevSecOps Engineering. Supervision and direction received is general in scope and in nature depending on the project or assignment. The IT Associate is required to utilize creativity and ingenuity for developing and analyzing various administrations and applications.

Actions and Consequences:
The IT Associate is responsible for guided work within business constraints. This level is responsible for the recommendations to their team and manager. The consequence of error may have enterprise-wide impacts. Consequences also include error in making decisions or giving advice that would have a serious detrimental effect on the operating efficiency of the undertaking or function.

Personal Contacts:
The IT Associate has contact with managers, technical staff, and users to provide and make recommendations regarding systems and problems requiring solutions. Also has regular contact with IT staff, vendors, and external entities

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)
None

Supervision Exercised:
This level does not supervise.

Other Information
The IT Assoc must be able to effectively communicate and assist staff on new applications and methods. Adapt to change within the organization and have general knowledge of the CDT and ODS quality culture, core values, vision and mission. The IT Assoc is required to exhibit patience, and professionalism with a variety of individuals of varying levels. The IT Assoc must be reliable and exercise initiative, originality, and must demonstrate tact and good independent judgment.

Desirable Qualifications: (List in order of importance.)

- Experience designing and implementing secure automation solutions in either public or private cloud technologies (e.g. AWS, Azure, OpenStack, etc.) and experience with network, security, deployment, automation, serverless technologies in IaaS and PaaS offerings.
- Experience supporting the various cloud, container and/or on-premises platforms with Continuous Integration/Continuous Delivery (CI/CD) automation.
- Experience working with agile development teams in continuous integration / continuous release cycles model such as AzureDevOps, Ansible, and Jenkins to maximize efficiency.
- Experience in infrastructure automation/Configuration Management, including but not limited to: Ansible, CloudFormation, PowerShell, Terraform, and Azure Resource Manager.
- Knowledge/experience with virtualized platforms container systems (Docker) and container orchestration (e.g., EC2 Container Service, AKS, Kubernetes, OpenShift etc.).
- Knowledge/Experience with Logging and Monitoring (e.g. Azure monitor, Splunk, Kibana, Monitis, Cloudwatch, New Relic, Datadog, etc.).
- Good communication and customer service skills are essential.
- Knowledge of agile project management tools such as (Jira, Pivotal Tracker, AzureDevOps).
- Has the 'Big Picture' mindset.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE

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