

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Information Technology Specialist I		WORKING TITLE Cloud Site Reliability/DevOps Engineer		
PROGRAM NAME Office of Information Services		UNIT NAME Google Cloud Platform		
ASSIGNED SPECIFIC LOCATION 2180 Harvard Street Suite 160, Sacramento, Ca 95815			POSITION NUMBER 400 – 175-1402-901	
BARGAINING UNIT R01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I (ITS I) performs a full range of DevOps, Cloud Platform Engineering, and Application Onboarding activities working independently for complex IT systems on the Google Cloud Platform (GCP). The Information Technology Specialist I is responsible for maintaining the full software delivery pipeline, overseeing disaster recovery, implementing Infrastructure as Code (IaC), and providing administrative support for the Apigee platform, which are all essential to defining the scope of work and objectives necessary to meet project goals and to ensure successful deliverance of intended product or service with the specified features and functions within the project scope.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	DevOps and Cloud Platform Engineering Facilitates the overall interactions of the application development teams. Tracks application teams' progress and helps unblock and remove technical blockers to enable them to work faster. Establishes developer focused KPIs and measures progress towards them. Responsible for maintaining the full software delivery pipeline (CI/CD) and overseeing that production balances both service reliability and delivery speed. Assesses and makes recommendations on tools to improve the development process, including VM Images, Artifact Registry, and application development tools. Designs, implements, and maintains cloud infrastructure using Infrastructure as Code (IaC), including automated VM provisioning, load balancer configuration, and compute resources, that aligns with established GCP platform standards.
30%	Disaster Recovery (DR) and Reliability Engineering Ensures high availability of application services and data in GCP by designing, implementing, and testing robust Disaster Recovery solutions.

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	<p>Designs disaster recovery architecture and selects appropriate DR patterns based on application needs.</p> <p>Evaluates DR requirements from application teams and translates them into executable cloud strategies.</p> <p>Implements data backup strategies and automates failover and backup using IaC tools.</p> <p>Configures monitoring, alerting, and logging systems for infrastructure and applications to proactively identify and address issues impacting service reliability.</p> <p>Testing DR plans regularly to ensure they meet defined recovery time objectives, recovery point objectives (RTO/RPO) and are reliable in an emergency.</p>
30%	<p>Platform Administration and Support</p> <p>Provides essential platform administration and technical guidance to support application teams leveraging shared cloud services.</p> <p>Performs Apigee platform administrations, including user management, environment configuration, and troubleshooting to ensure the platform operates efficiently for API teams.</p> <p>Acts as a liaison between application teams, product owners, and technical IT teams, facilitating communication to clarify implementation needs and cloud best practices.</p> <p>Provides technical guidance and documentation to new application teams on GCP Cloud services, security, and the standard operating environment to expedite their onboarding process.</p> <p>Collaborates with development teams to negotiate system designs by analyzing functional requirements and activity diagrams within the context of the shared platform architecture.</p> <p>Monitors Security Command Center (SCC) to review security findings and identify potential misconfigurations, working with application teams to remediate vulnerabilities.</p> <p>Supports the onboarding process by preparing standard templates, maintaining GCP service documentation, and provisioning platform access to facilitate the transition of applications to cloud environments.</p>

Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties or tasks as assigned. Occasional travel for meetings or training is required.

Conduct, Attendance, and Performance Expectations

The Information Technology Specialist I shall: Maintain a high level of integrity, professionalism and confidentiality; use sound professional judgment, exercise initiative, and objective action. Consistently behave in an honest, fair, and ethical manner. Communicate clearly, simply, and effectively. Work cooperatively with all levels of OIS management and staff, other government agencies, and stakeholders to provide the highest level of service possible in person, by phone or email. Develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and



equipment; complete assignments in a timely and efficient manner; and adhere to department/division, directives, policies and procedures, including but not limited to, attendance, leave, and conduct and must be regularly available and willing to work the hours the Department determines are necessary to meet its business needs. Maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Perform all work in accordance with DIR-OIS Compliance Policy and Procedure Directives and Memoranda.

The incumbent shall keep up to date with emerging trends and best practices in the technology and communications industries and evaluate their potential impact on the organization's IT strategy and implementation.

Supervision Received

The Information Technology Specialist I reports directly to and receives most assignments from the Information Technology Supervisor II; however, direction and assignments may also come from the Chief Cloud Technology Manager, the Assistant Chief Information Officer (ACIO), or Chief Information Officer (CIO).

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Information Technology Specialist I will work in an open-spaced, partitioned office environment, climate-controlled, office building under natural and artificial light in Sacramento, CA. The job involves substantial computer work, including document creation, research, email correspondence, and other related tasks. Currently, DIR has a hybrid telework schedule with a minimum of 2 days in the office per week. The work schedule is subject to change based on official state guidance and executive orders. The incumbent will be a participant in meetings in both physical and virtual locations. E.g. conference rooms and offices, and WebEx and Zoom teleconferences. Occasional travel is required for meetings or training classes. As part of DIR's policy to maintain a healthy work environment, all employees should be aware that they may be required to wear masks while working in the office to prevent the spread of communicable diseases

Special Requirements/Other Information

Applicants must be legally authorized to work in the United States without current or future need for visa sponsorship or employment-based green card processing support. DIR does not participate in E-Verify.

Physical Abilities

The position requires the ability to remain in a stationary position for extended periods of time, operate a computer, and move and transport office items in a safe manner. Occasional bending, stooping or other physical activities related to the use of standard office equipment may be required.

Additional Requirements/Expectations

Knowledge of DevOps principles, CI/CD pipelines, and the full software development lifecycle (SDLC). Knowledge of Google Cloud Platform (GCP) services, including computing (e.g., Compute Engine, GKE),

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networking, storage, and identity management.
 Knowledge of Infrastructure as Code (IaC) tools such as Terraform or Cloud Deployment Manager.
 Knowledge of Disaster Recovery (DR) architectures and patterns, including metrics like RTO and RPO.
 Knowledge of Apigee platform administration, API development lifecycle, and deployment best practices.
 Knowledge of monitoring, logging, and alerting tools (e.g., Prometheus, Grafana, Cloud Monitoring, Cloud Logging).

Skills to design and implement secure, scalable, and reliable cloud infrastructure and deployment systems.
 Skills to effectively communicate technical concepts to both engineering teams and non-technical stakeholders, both written and oral.
 Skills to troubleshoot complex technical blockers related to application delivery, infrastructure, and platform configuration.
 Skills in defining and measuring developer-focused KPIs and using data to drive process improvement.
 Skills to work collaboratively in an agile or DevOps team environment.
 Skills to perform detailed Apigee platform administration and support tasks.

Personal Contacts

The incumbent will need to interact with the Office of Information Systems (OIS) Management Team, OIS Technical Team, Vendor Staff, Information Security Office, Project Management Office and Business Division SMEs.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date
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Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date
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HUMAN RESOURCES OFFICE APPROVAL

J.W.	2/2/2026
C&S Analyst Initials	Approval Date