

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement: Current & Proposed

Revision Date: 03/16/2026

1. Position Information

A. Employee Name:

B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
----------------------------	-----------------	----------------	---------------------------

817-421-1414-001	R01	E	
------------------	-----	---	--

F. Classification Title:	G. Working Title:
---------------------------------	--------------------------

Information Technology Specialist II	DevOps Engineer
--------------------------------------	-----------------

H. Division:	I. Branch/Section/Unit:
---------------------	--------------------------------

Technology Services	Infrastructure and Operations/DevOps
---------------------	--------------------------------------

2. POSITION REQUIREMENTS

Special Requirement: Check All that Apply

- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

A. Special Requirements Description, as applicable:

N/A

B. Conflict of Interest Required (Gov. Code 87300, et seq.)? Yes No

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

3. SUPERVISION

A. Supervision Received:

The incumbent reports directly to the Information Technology Manager I in the Dev Ops Section.

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) works as a Lead in the Dev Ops Section, Infrastructure and Operations Branch, within Technology Services Division (TSD) to support the daily operations of the Continuous Delivery Pipeline for the Child Support Enforcement (CSE) System and other Department of Child Support Services (DCSS) Applications.

A. Percentage of Time Performing Duties

B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).

ESSENTIAL FUNCTIONS

IT Domain:

Check All That Apply

FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

Business Technology Mgmt.

Software Engineering

IT Project Mgmt.

System Engineering

Information Security

Client Services

30 %

Lead IT Project Teams:

Lead tactical planning activities for IT Infrastructure Projects and make decisions and provide recommendations to DCSS management, staff and other stakeholders relating to but not limited to the responsibilities of a Dev Ops Engineer ensuring successful implementation of new or revised requirements, policies, or procedures.

System Engineering Architecture, Standards, & Methods:

Advise, create, and participate in the design of new system architecture, standards, and methods to support business requirements of the CSE application and other DCSS Applications. Perform feasibility studies and research analysis related to technology projects as necessary to remain current on the latest industry standards.

20 %	<p>Software Engineering Standards, Procedures, & Controls: Develop, update, implement, and troubleshoot standards, procedures, and controls for the continuous delivery pipeline to ensure proper installation, configuration, maintenance, security, reliability, and availability of the continuous delivery/continuous integration tools used to support the CSE application as well as other DCSS applications.</p>
20 %	<p>Design Testing: Design and develop scripts for automation of the CSE application and other DCSS applications using the latest industry standard scripting languages to ensure proper continuous delivery of the applications.</p>

15 %	<p>IT Project Management:</p> <p>Coordinate and consult with delivery teams, scrum masters, product owners, and support services to ensure that Continuous Integration/Continuous Delivery of the CSE application and other DCSS applications are completed with customer user experience and reliability in mind.</p>
10 %	<p>IT Project Best Practices:</p> <p>Keep up-to-date with the changes in industry best practice standards and emerging technology trends by use of current literature review, engagement with colleagues, or participation in educational programs, meetings, or workshops.</p>

MARGINAL FUNCTIONS

5 %	Represent the Department, Division, Branch, and Section at meetings, technical conferences, and on special teams and projects. Perform special assignments as needed.
100 %	TOTAL

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

Remote Centered

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

Child Support Enforcement has critical timelines and political and financial ramifications. Poor participation, judgment, and decisions can adversely affect the success of the Child Support program. Failure to identify risks and issues in a timely manner could result in slippages in schedule and increased costs. Poor communication and coordination can adversely affect the Child Support program and the children of California.

Incumbent is responsible for independent work within business constraints, recommendations to executives, decisions for projects, and outputs. As a subject matter expert, incumbent is responsible for actions, decisions, or advice that could have a serious detrimental effect on the operating efficiency of the undertaking or function. Consequence of error may have statewide and enterprise-wide impacts, including lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, and loss of business continuity.

B. Personal Contacts:

The incumbent has contact with the Dev Ops Section Manager, other DCSS staff, vendors and other DCSS management staff.

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: **Yes** **No**

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	