



Classification: Information Technology Specialist III
 Position Number: 880-280-1415-011

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-280-091	Classification Title: Information Technology Specialist III	Position Number: 880-280-1415-011
Incumbent Name: VACANT	Working Title: Enterprise Infrastructure Architect	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: M01
Division/Office: Division of Information Technology		Section/Unit: Enterprise Operations
Supervisor's Name: Corey Dickman		Supervisor's Classification: IT Manager II

Human Resources Use Only:	
HR Analyst Approval:	Date:

<p>General Statement</p> <p>Under the administrative direction of the Information Technology Manager II of the IT Infrastructure Support Branch in the Division of Information Technology (DIT), and consistent with good customer service practices and the goals of the Water Boards' and CalEPA's strategic plan, the Information Technology Specialist III (ITS III) is expected to be courteous and provide timely response to internal/external customers, follow through on commitments, and solicit/consider internal/external input when completing work assignments.</p>
<p>Position Description</p> <p>The ITS III serves as the Water Boards Enterprise Infrastructure Architect and will be considered the Water Boards' expert for Enterprise virtualization, compute, backup, and storage services and systems, including integration, adaptation, troubleshooting, and routine maintenance. Serve as an expert technical specialist and project manager performing the most complex enterprise IT infrastructure projects. Provide a broad, deep knowledge of existing and emerging enterprise infrastructure architecture and technologies, and the ability to architect and lead complex enterprise infrastructure projects.</p>



Essential Functions (Including percentage of time):

40%	<p>Serve as the Enterprise Infrastructure Architect and is the subject matter expert for the Water Boards' enterprise systems, including virtualization, cloud, server, storage, and backup technologies. Integrate current and future enterprise virtualization technologies with existing Enterprise IT Infrastructure to support the business of the Water Boards. Serve as the project lead to troubleshoot, document, and conduct thorough analysis on the most complex enterprise information technology (IT) systems and projects. Provide technical support and mentoring to various DIT staff and Regional Board administrators. Serve as a member of various committees that plan Water Boards and CalEPA enterprise IT projects and upgrades. Administer IT services and provide information to the Chief Information Security Officer (CISO) and DIT senior management on any issues related to Enterprise Infrastructure Operations in the CalEPA shared environment that impact the Water Boards. Provides timely, courteous technical support while collaborating with all DIT team members, vendors, and service technicians during troubleshooting.</p>
30%	<p>Work with the CalEPA enterprise IT administrators, executives, and project management to design and implement new services and technologies within the Water Boards and CalEPA's shared network. Act as an expert consultant to users of the shared environment, customers, and vendors/consultants. Review and document all enterprise changes and upgrades. Coordinate with internal and external stakeholders on the specifications, negotiations, and procurement of enterprise virtualization services, hardware, and other related items. Provide expert-level technical support on the most complex troubleshooting issues while working cooperatively with team members of DIT, regional administrators, CalEPA Network Committee members, vendors, and technicians in the CalEPA shared environment supporting the following technologies: Cisco UCS, Pure Storage, Dell Servers, Broadcom switches, Rubrik Backup, Windows Server, RHEL Server, and Broadcom VMWare products.</p>
20%	<p>Draft and review policies and procedures governing the use and maintenance of enterprise services and technologies. Prepare project plans and assist with the development and maintenance of IT policies, procedures, and standards to ensure compliance with state regulations and industry best practices for Enterprise IT services and technologies. Identify risks, develop risk mitigation strategies, prepare alternatives, and provide recommendations to DIT senior management. Identify gaps and issues and provide recommendations to ensure effective IT planning and implementations. Prepare change requests as necessary.</p>

Marginal Functions (Including percentage of time):

5%	<p>Act as a technical expert in new, existing, and emerging enterprise virtualization services and technologies, including Microsoft Azure and Amazon Web Services cloud computing, and is responsible for assessing how they can benefit/impact the Water Boards business operations. Formulate recommendations based on alternative technology solutions and provide analysis for the procurement of enterprise infrastructure-related software and hardware.</p>
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5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, attend video conferencing meetings, and use a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above the shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday, and a hybrid telework arrangement is available based on operational needs. Mandatory overtime may be necessary when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date
Corey Dickman		

Employee Name	Employee Signature	Date