

# California Department of Tax and Fee Administration

## DUTY STATEMENT

CURRENT  
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Information Technology Specialist III</b>		PRIMARY DOMAIN <b>Software Engineering</b>	WORKING TITLE <b>Network Architect</b>
DIVISION/OFFICE/UNIT <b>Technology Services Division/Enterprise Infrastructure Branch</b>		SPECIFIC LOCATION ASSIGNED TO <b>Sacramento, CA – Headquarters Office</b>	
SEERA DESIGNATION <b>Managerial</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP	CERTIFICATES REQUIRED
FINGERPRINTS/ BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>Act as lead</b>	
INCUMBENT	POSITION NUMBER (Agency-Unit-Class-Serial) <b>291-381-1415-001</b>		
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS <p>Under administrative direction of the Enterprise Infrastructure Branch Information Technology Manager II, the Information Technology Specialist (IT) III will lead network architecture for the California Department of Tax and Fee Administration (CDTFA), including all aspects of the enterprise and cloud network infrastructure.</p> <p>As the Network Architect, the IT Specialist III will act as a lead to CDTFA network team members. The IT Specialist III will provide guidance to, mentor other team members of the network and information technology teams, delegate responsibilities and tasks to other Network Administrators (Network Infrastructure Section team members), and monitor their performance without taking over (i.e., to let go but assume responsibility, if necessary). The IT Specialist III is responsible for all the work performed by other Network Administrators and should exercise good judgment when delegating responsibilities and tasks. The IT Specialist III should be an expert in networking and cloud networking technology, including switching, routing, load balancing, firewalls, as well as networking concepts, topologies, and technologies. Travel up to 10% of the time.</p> <p><b>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</b></p>			
PERCENTAGE OF TIME SPENT	DUTIES		
60%	<p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>Architects all CDTFA network infrastructure; including routers/switches, SD-WAN, appliances, firewalls, load balancers, wireless access points, wireless controllers, Software Defined Network (SDN) controllers, Intrusion Detection System/Intrusion Prevention System (IDS/IPS), DNS/DHCP, security software, network monitoring, and all other associated current and future software and hardware across enterprise and cloud platforms. The architect duties may include analyzing business requirements to develop technical network solutions and their frameworks. Design, test, and inspect network infrastructure systems. Perform network modeling, analysis, and planning. Install network hardware and software systems and components. Develop network technology roadmaps. Develop test plans, implementation plans, and project timelines for various network projects. Manage network technology vendors. Stay abreast on current and future network industry trends and systems that could be used at CDTFA. Write functional requirements/specifications documents. Perform network troubleshooting to isolate and diagnose complex network problems. Upgrade network hardware and software components as required.</li> <li>Technologies/Vendors may include: Microsoft Azure, Amazon Web Services (AWS), Cisco, Palo Alto, and California Department of Technology (CDT) network services.</li> <li>Resolving the most complex networking issues in terms of outages/uptime and latency/performance.</li> <li>Analyzing, recommending, planning and implementing large and complex network changes and migrations.</li> </ul>		

**291-381-1415-001**

30%	<ul style="list-style-type: none"> <li>• Lead others on the CDTFA infrastructure team or contractors to perform the duties related to the CDTFA enterprise network.</li> <li>• Monitoring high availability of the environment from the links and circuits using various monitoring applications making sure the network is up and available.</li> <li>• Work with CDT network administrators and network service providers (AT&amp;T, etc.) technical staff to install, maintain, or troubleshoot the CDTFA network.</li> <li>• Ensure that all network infrastructure systems are patched to current recommended levels and patches are tested and applied with minimal downtime and impact.</li> <li>• Work with Information Security Office and other agencies to ensure that network infrastructure configurations meet all state and IRS required security controls.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Create and maintain documentation of all of CDTFA network resources, including equipment, software, vendor support, circuits and licensing. Design and coordinate the rack and stacking of network equipment.</li> <li>• Develop refreshed roadmaps of network infrastructure and monitor all end of sale/support/life dates provided from manufactures to make sure refresh occurs before any of these dates.</li> <li>• Advise and recommend to management on all aspects of the CDTFA network infrastructure.</li> </ul>
5%	<p><b><u>MARGINAL JOB FUNCTIONS</u></b></p> <p>Perform other duties as required.</p>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**

**Work Environment:**

- Work in an office environment operating a laptop, keyboard, mouse, monitor(s) and printers under non-natural lighting for prolonged periods of time.
- Work in a temperature-controlled office in a high-rise building.

**Physical Abilities:**

- Direct staff in and around racks, data centers, facility Minimum Points of Entry (MPO's)
- Ability to transport, bend or reach

**Additional Requirements/Expectations:**

- Work long or irregular hours as required.
- Travel up to 10% of the time.

***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.***

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: 05/12/2026	C&P Analyst Initials: LLM
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