

**DUTY STATEMENT**

Employee Name:	Position Number: 580-152-1401-015
Classification: Information Technology Associate (System Engineering)	Tenure/Time Base: Permanent/ Full Time
Working Title: Cloud Optimization Specialist	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Technology Integration Services Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under general supervision of the Information Technology Manager (ITM) II, Chief of the Technology Integration Services Branch (TISB), the Information Technology Associate (ITA) provides technical

and analytical support in cloud financial operations (FinOps). The ITA assists in assessing cloud usage, validating billing data, preparing cost and consumption reports, and supporting the development of cost-allocation and showback processes. The ITA collaborates with program teams, cloud engineers, fiscal staff, and other stakeholders to help improve visibility into cloud costs and identify potential areas for savings or operational efficiency as well to directly assess systems and contracts to ensure that systems integrators are using best practices in alignment with the businesses need to extract maximum value and efficiency from their platform investments. The ITA helps to ensure CDPH's cloud environment remains financially sustainable, operationally efficient, and aligned with departmental goals, while supporting transparency and improved service delivery.

The ITA performs duties within the System Engineering domain.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 25% Conducts targeted assessments of existing cloud platforms and services to support the goals and evaluation framework of the Vision & Value Team. Assists in reviewing Azure and other cloud environments to determine current-state usage, cost efficiency, architectural alignment, and potential opportunities for modernization—consistent with assessment-driven practices highlighted in department-wide initiatives like the Future of Public Health (FoPH) planning efforts.

Supports the preparation of service evaluations by gathering consumption data, validating billing information, and reviewing cost anomalies to surface areas requiring deeper analysis. Helps maintain cost-allocation structures, tagging accuracy, and chargeback/showback workflows, ensuring that program partners receive clear, reliable spend information that can inform prioritization and decision-making.

Monitors cost dashboards, alerts, and usage patterns to help detect unusual spikes or underutilized services, escalating findings to senior staff and Vision & Value project leads as appropriate. Documents assessment methods and results to support repeatability and transparency.

- 25% Performs well-defined tasks requiring occasional innovative problem-solving within technology governance and process improvement guidelines. Develops and updates ITSD controls to ensure the availability of systems and databases; enhances and maintains information technology software solutions; gathers, documents, and reviews system requirements and specifications aligning with technological modernization strategies in support of CDPH programs

20% Responds to user inquiries related to cloud cost dashboards, reporting tools, subscriptions, and access required for assessment activities. Helps gather initial details, troubleshoot issues, and escalate complex items to appropriate technical or financial contacts.

Logs and tracks requests using the departmental ticketing system, ensuring users and Vision & Value workstreams receive timely and accurate support. Maintains documentation of recurring issues and contributes updates to workflow and knowledge-base materials to improve organizational readiness.

15% Conducts research and performs structured analysis to support platform and service assessments within the Vision & Value Team. Helps identify business and technical requirements by collaborating with engineers, cloud architects, fiscal partners, and program staff. Contributes to targeted evaluations of cloud service performance, sustainability, cost behavior, and alignment with CDPH priorities.

Assists in compiling assessment findings into summaries or presentation materials for Vision & Value discussions or prioritization sessions. Supports development of recommendations related to optimization, consolidation, modernization, or adjustments to service ownership models.

Participates in root-cause analysis for cost anomalies or service inefficiencies and helps maintain assessment backlogs, action logs, and tracking tools used by the Vision & Value Team.

10% Helps to document and update standard operating procedures for assessment activities, data gathering, cost reporting workflows, and optimization tasks. Works with senior staff to ensure materials remain current and aligned with department-wide modernization and evaluation frameworks.

Provides informal support to peers and new staff, helping them understand cost-tracking tools, assessment processes, and cloud service evaluation methods. Contributes to a collaborative team environment by sharing knowledge, supporting team discussions, and assisting with administrative or coordination tasks that strengthen the Vision & Value Team’s impact.

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**Marginal Functions (including percentage of time)**

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5% Performs other job-related duties as assigned.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
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Supervisor's Signature	Date	Employee's Signature	Date
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**HRD Use Only:**

Approved By:

Date: