

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

(Rev. 4/2026)

Classification Title: Information Technology Specialist II	Branch/Division/Bureau: Information Technology Division
Working Title: Senior Technical Delivery Lead	Office/Unit/Section/Geographic Location: Sacramento/San Francisco
Position Number (13 Digit): 411-180-1414-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number: #	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Employee Name:	Effective Date:

CORE VALUES/MISSION

The California Privacy Protection Agency (CalPrivacy)'s mission is to protect Californians' consumer privacy. CalPrivacy implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

POSITION CONCEPT

Under the direction of the Information Technology Manager I, the Information Technology Specialist II serves as the Senior Technical Delivery Lead supporting the Delete Request and Opt-Out Platform (DROP). DROP is California's first-of-its-kind privacy platform for helping residents exercise deletion and opt-out rights at scale. This position provides hands-on technical leadership to help CalPrivacy validate, improve, and sustain DROP as the platform scales. The role requires strong technical judgment, curiosity, practical problem solving, and comfort working with code, data, APIs, logs, cloud systems, security, and troubleshooting. The employee communicates technical risks and options clearly to technical and non-technical audiences and uses approved AI-assisted tools to improve the quality and efficiency of work, as appropriate. In partnership with the team, the employee defines best-in-class solutions using emerging industry standard.

SPECIAL REQUIREMENTS

This position is designated under the Conflict-of-Interest Code. The 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.

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ESSENTIAL FUNCTIONS**30% – Technical Systems Leadership**

Lead technical planning and coordination for DROP features, integrations, releases, environments, and operational capabilities. Validate vendor assumptions, estimates, designs, implementation approaches, dependencies, and risks to support informed technical and operational decisions. Identify and track technical risks, data issues, integration gaps, release concerns, and support dependencies through resolution or escalation. Develop and present practical options to DROP stakeholders when technical, vendor, security, privacy, schedule, or operational issues arise. Evaluate vendor technical quality, delivery progress, implementation risk, and production readiness.

25% – Architecture, Data, and Integration Review

Review DROP architecture, data flows, APIs, integrations, access controls, monitoring, and deployment approaches to support reliable platform operations. Evaluate whether proposed solutions are secure, maintainable, supportable, auditable, and aligned with program needs. Review technical approaches involving data matching, secure data handling, reporting, and privacy-preserving workflows to support reliable and compliant platform behavior. Research and evaluate emerging technical approaches, frameworks, tools, and implementation patterns to support DROP architecture, vendor review, platform reliability, and long-term maintainability. Advise DROP stakeholders on technical feasibility, system quality, vendor recommendations, and long-term operational impact.

15% – Code, Configuration, and Technical Quality

Review code, configuration, scripts, logs, data outputs, and technical deliverables for quality, security, and maintainability. Use approved tools, including SQL or query tools, to investigate issues and validate system behavior. Review security, privacy, access control, logging, dependency, and data handling practices to identify risks, gaps, and operational concerns. Lead or coordinate technical triage, root cause analysis, remediation planning, and post-incident documentation.

15% – Release, Environment, and Operational Readiness

Define and maintain practical standards for release readiness, environment promotion, deployment coordination, and post-release review. Coordinate release

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risks, testing evidence, dependencies, rollback planning, and operational handoff. Configure and improve Azure DevOps or similar tools when needed to support technical delivery and traceability. Review and monitor platform environments, access, backup, recovery, and support procedures to support reliable and secure platform operations.

10% – Documentation, Standards, and Knowledge Transfer

Maintain technical documentation, including architecture materials, runbooks, API documentation, support procedures, data flow materials, and decision records. Establish practical DROP technical standards for documentation, configuration, logging, review, and release readiness. Review contractor technical artifacts, estimates, test evidence, and implementation documentation to support technical recommendations, delivery decisions, and release readiness. Transfer knowledge to CalPrivacy staff so the state can oversee, operate, maintain, and improve DROP.

MARGINAL FUNCTIONS**5% - Other**

Participate in related meetings, reviews, demonstrations, and coordination efforts. Support briefings, reports, audits, procurement materials, and management updates. Contribute to documentation, process improvement, and knowledge-sharing activities. Perform other related duties as assigned.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If you are unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Supervisor Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name