

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist II	Working Title IDAM Engineer
Employee Name Vacant	Position Number 791-753-1414-901
Project/Division Name Child Welfare Digital Services	Supervisor's Name Jimmie Ramos
Unit Security	Supervisor's Classification Information Technology Manager I
Physical Work Location 2870 Gateway Oaks Drive, Sacramento, 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required                      <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations                      <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>Remote Centered. Hybrid workplace environment. Hybrid is currently defined as: Requires two (2) on-site business workdays at the Sacramento Office. In office Wednesday (Core Day) and one (1) alternate workday on-site. Days of the week subject to change based on business need and Governor's direction. <b>The incumbent will participate in an on call rotation for Security Incidents. While on call, the incumbent will carry a cell phone and be available for duty 24x7.</b></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input type="checkbox"/> Business Technology Management                      <input type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services                      <input checked="" type="checkbox"/> Software Engineering</p> <p><input checked="" type="checkbox"/> Information Security Engineering                      <input checked="" type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Information Technology Manager I, the IDAM/OKTA Specialist II will serve as the Primary Subject Matter Expert and Lead Engineer for the CWSCARES System's Identity and Access Management (IDAM) solution. The incumbent will be responsible for designing and maintaining a secure, seamless identity framework for a complex cloud-based system serving a large user base from across multiple organizations and community users from across the state. The ITS II ensures that all identity solutions are architected for high availability and strict compliance with the Comprehensive Child Welfare Information System (CCWIS) regulations, California State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), NIST SP 800-53 rev 5, CWS-CARES System Security Plan and other pertinent federal mandates.</p>	
Percentage of Duties	Essential Functions
45%	<ul style="list-style-type: none"> <li>• Lead the architecture, design, development and implementation of the OKTA platform to support Identity and Access Management functions for the mission-critical CWS-CARES system comprising a multi-cloud, multi technology stack with a combination of on-prem and off-prem component applications.</li> <li>• Engineer complex federation and Single Sign-On (SSO) solutions to ensure seamless connectivity and interoperability between the CWS-CARES system and external partners, including all California counties, Tribal organizations, various interface partners, etc.</li> </ul>

<p>40%</p>	<ul style="list-style-type: none"> <li>•Collaborate and coordinate with infrastructure and IT teams of the interface partners and designated partner organizations including all 58 counties and tribes of the state of California to set up, manage and maintain identity and access integrations with the CWS-CARES system. This includes but is not limited to ensuring their respective IDAM providers are appropriately aligned with that of CWS-CARES. Ensure any integration defects and issues are identified, troubleshooting and resolutions are coordinated and executed in a timely manner.</li> <li>•Develop and maintain automated Lifecycle Management (LCM) workflows that accommodate the unique onboarding/offboarding requirements of multi-organizational stakeholders while adhering to CCWIS standards.</li> <li>•Serve as the principal technical liaison by leading the troubleshooting activities and driving resolution of integration roadblocks.</li> </ul> <ul style="list-style-type: none"> <li>• Serve as the lead engineer for IDAM related security controls, ensuring all CWS-CARES System IDAM configurations and implementations align with the CWS-CARES System Security Plan, NIST SP 800-53 rev 5 and NIST CSF 2.0 frameworks.</li> <li>• Formulate standards and guidelines related to IDAM including but not limited to Multi-Factor Authentication (MFA), Least Privilege access and RBAC models in strict compliance with the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM) and other pertinent Federal standards.</li> <li>• Identity and report any security risks related to the IDAM posture in CWS-CARES to the Information Security Chief and manage the consequent remediations and resolutions.</li> <li>•Lead and facilitate the investigation and remediation of identity and access management related issues, defects and incidents in the CWS-CARES system</li> <li>•Identify and report any product level defects/issues with the IDAM product vendor. Collaborate closely with the OKTA product vendor to ensure all product related support items are followed through and addressed according to industry best practices and stakeholder agreements.</li> <li>• Perform regularly scheduled audits and system hardening, ensuring the CWS-CARES system maintains a secure posture in line with Zero Trust Maturity Model. Coordinate with Penetration Test teams in ensuring the IDAM solution is secure and is implemented in sync with the CWS CARES System Security Plan.</li> </ul>
<p>10%</p>	<ul style="list-style-type: none"> <li>•Develop and maintain comprehensive technical standards, runbooks, and architectural diagrams that reflect the evolving CWS-CARES System landscape and current SAM/SIMM requirements.</li> <li>•Advise management on the IDAM roadmap, evaluating emerging technologies and relevant updates to the state and federal policy and guidelines to ensure the CWS-CARES system remains secure in compliance with latest standards.</li> </ul>

<p>Percentage of Duties</p>	<p>Marginal Functions</p>
<p>5%</p>	<p>Perform other duties as assigned.</p>

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Occasional (13-25%)	Sitting: Frequent (51-75%)
Walking: Rarely (1-6%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%

Other: Remote Centered. Hybrid workplace environment. Hybrid is currently defined as: Requires two (2) on-site business workdays at the Sacramento Office. In office Wednesday (Core Day) and one (1) alternate workday on-site. Days of the week subject to change based on business need and Governor’s direction. **The incumbent will participate in an on-call rotation for Security Incidents. While on-call, the incumbent will carry a cell phone and be available for duty 24x7.**

Type of Environment: a. Cubicle b. N/A

Interaction with Public: a. N/A b. Select c. Select.

## 5. SUPERVISION

Supervision Exercised (e.g., *Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates*)

None.

## 6. SIGNATURES

### Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

### Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)  
Jimmie Ramos

Supervisor's Signature

Date

## 7. HRD USE ONLY

### Human Resources Division Approval

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

bw

4/3/26

### Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

*Click here to enter text.*

### \*\* AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE