

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist III	Storage, Backup, and Compute Architect
NAME OF INCUMBENT:	POSITION NUMBER:
	280-353-1415-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Infrastructure Services	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Infrastructure Services Division	IT Manager II
BRANCH:	REVISION DATE:
Information Technology Branch	04/22/26
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ Call Center/Counter Environment ☒ May be Required to Work in Multiple Locations ☒ Requires Fingerprinting & Background Check ☐ Requires DMV Pull Notice ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Travel May be Required ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
N/A	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☐ Business Technology Management ☒ IT Project Management ☐ Client Services ☒ Information Security Engineering ☒ Software Engineering ☒ System Engineering	
Under the administrative direction of the Information Technology (IT) Manager II, the IT Specialist III serves as a Server Compute and Storage Architect in the Employment Development Department's (EDD) Infrastructure Services Division (ISD). The incumbent supports the organization's enterprise information technology operations, including all compute, storage, virtualization, and related hardware/software components that host and protect the confidential and sensitive data used throughout EDD. The incumbent functions as a specialized	

technical advisor and makes a significant contribution to the development and formation of policies, practices, and standards related to enterprise technology.

The IT Specialist III has an advanced level of organizational understanding and the ability to bridge strategic intent and practical technical application. The incumbent utilizes master-level knowledge of emerging technologies, industry trends, infrastructure components, , interfaces, protocols, and architectures to advise management on formulating IT strategy, policy and governance across EDD. The incumbent provides expertise to ensure integration and interoperability across multiple architectural platforms and systems, to build technology blueprints for current and future organizational needs, and to deliver scalable, secure, and resilient compute and storage solutions. The incumbent has extensive decision-making authority and directs the most critical and complex infrastructure initiatives, including the development of enterprise compute and storage architecture, providing strategic and tactical technical direction, and offering cross-domain expertise at a deep technical level. Additionally, the incumbent contributes substantial expertise towards the implementation, modernization, maintenance and ongoing operations of the organization's statewide information technology environments.

The incumbent contributes toward the growth of the Information Technology Branch (ITB) into a customer-focused, service organization by following the Branch's established cultural principles and continually improve communications and relationships with vendors, subordinates, peers, management, and customers.

Percentage of Duties	Essential Functions
30%	Develop an enterprise-wide server compute and storage architecture program, including the formulation of long-term infrastructure strategies and policies. Provide expert level technical guidance and strategic direction to IT executive management, as well as technical leadership to IT Specialists and subject matter experts, to establish scalable infrastructure blueprints, resource acquisition methodologies, capacity strategies and modernization roadmaps. Plan and direct enterprise compute and storage lifecycle activities, and develop annual program agendas and infrastructure improvement metrics. Responsibilities include working closely with EDD Executives and program managers to understand business needs, performance requirements, and service-level objectives, as well as the risks and impacts related to system performance, scalability, and availability. Create, enhance, and maintain the IT strategic and tactical plans that support data center infrastructure, ensuring adequacy of compute and storage environments, meeting all strategic planning deliverables, and coordinating the activities of technology teams with key business units and development groups. Ensure full documentation of system architecture, run books, standards, and key operational processes is developed and maintained.
20%	Provide master-level EDD enterprise technical knowledge across all system environments, specializing in server, storage, virtualization, and data protection technologies. Advise EDD executive management on matters related to compute and storage architecture and provide technical guidance to supporting services—such as network, security, and operations—to ensure end-to-end infrastructure designs, implementations, and documentation are aligned, optimized, and validated. Plan, design, and implement the server and storage infrastructure components of the enterprise IT roadmap. Establish and manage data center capacity

	planning in coordination with all IT Branch divisions and supporting vendor teams. Develop budget estimates and proposals to support infrastructure refresh cycles and modernization initiatives and create annual program goals and improvement metrics. Plan, design, and implement a communications plan to provide internal and external stakeholders with updates on infrastructure initiatives, major implementations, and architectural changes. Collaborate with stakeholders to coordinate the execution of infrastructure plans during major IT events or enterprise-scale system deployments. Oversee the design, execution, and continuous improvement of compute and storage architecture through rigorous testing, validation, and performance benchmarking.
15%	Assess and implement the security controls within the compute and storage environment, and direct the execution and oversight of all infrastructure testing activities across the IT Branch, business programs, external partners, and vendors to ensure strategic directives and technical standards are implemented and validated. Provide expert level guidance to IT Executives and management on complex technical issues and best practice solutions to ensure enterprise goals regarding system performance, availability, and scalability are achieved. Architect, design, implement and maintain an enterprise framework that integrates computer and storage architectural requirements into new IT projects, ensuring infrastructure considerations are incorporated to meet business objectives. Direct cross-division efforts for system owners to assess infrastructure impacts, capacity needs, and technology dependencies related to enterprise applications and services. As the Principal Architect and lead subject matter expert, the incumbent demonstrates substantial depth of technical knowledge leadership expertise in server compute, virtualization, Storage Area Networks (SAN), storage platforms, and data protection technologies. Oversee the most complex technical tasks supporting enterprise storage, compute, and backup systems, and provide significant expertise for resolving complex infrastructure challenges. As Storage and Compute Architects, provide mastery level expertise in evaluating and testing hardware, software, virtualization platforms, and cloud solutions, supporting compute and storage infrastructure. Lead communication with project teams, customer contacts, partnering divisions, and Branch management. Prepare and give presentations regarding compute, storage, virtualization, and data protection strategies; utilize advanced presentation skills to effectively report findings and deliverables.
15%	Perform technical review and analysis of EDD IT systems to ensure compliance with enterprise infrastructure policies, standards, and architectural guidelines. Review information systems to ensure adherence to the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD IT Branch Technical Circulars. Identify issues and coordinate with team members and stakeholders, including governance and policy groups, to resolve them. Mentor staff in infrastructure design, architecture, project implementation, testing plans, and migration of enterprise production systems. Train staff on the proper usage of server, storage, virtualization, and data protection management and monitoring tools.
15%	Evaluate vendor hardware and software products for optimal fit, security best practices, and cost effectiveness with respect to EDD's compute, storage, and data protection requirements. Review and make recommendations regarding complex capacity planning, infrastructure modernization, and strategic architectural initiatives. Architect, recommend and support multi-department evaluations and testing of applicable hardware and software. Lead and support statewide SAN, storage, compute, and data protection refresh and enhancement efforts. Scope includes, but is not limited to computed architecture, storage design, virtualization, configuration, testing, implementation, and ongoing support. Provide expert level guidance to

	IT managers and system owners related to daily operational oversight, system monitoring, and troubleshooting of the most complex infrastructure issues.	
Percentage of Duties	Marginal Functions	
5%	Other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other:		
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☒ Other: N/A		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
<i>No supervision exercised. May serve as lead and mentor.</i>		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement..</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	7/20/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file