

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed		
RPA Number:	Classification Title: Information Technology Specialist I	Position Number: 673-860-1402-030
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit: DevOps and Database Unit	Reporting Location: Sacramento / HQ
Supervisor's Name: Richard Stack	Supervisor's Classification: IT Manager I	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

Within the Systems Development & Support Branch (SDBS), the DevOps and Database Unit (DDU) supports the cloud infrastructure and database administration for many of the California Air Resources Board's (CARB's) most complex information systems. These systems capture, process, report, and manage collected air quality data. They also register and track the performance of regulated parties whose businesses affect air quality. Unit staff define and analyze business requirements, develop and test applications, and integrate database systems with data acquisition, data retrieval, data analysis, and data presentation programs. Unit staff maintain and enhance implemented applications and databases, and train application owners and end users.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under direction of the Information Technology Manager I (ITM I), the Information Technology Specialist I (IT Specialist I) provides technical expertise to develop, operate, and support of complex CARB business systems and applications. In collaboration with project managers, business owners, subject matter experts, system administrators, and application developers (state and contracted), the IT Specialist I works on a variety of information technology (IT) activities that span the full software

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development lifecycle. His/her professionalism and software knowledge leads to superior customer satisfaction and delivers products and services that meet or exceed the customer's expectations. The IT Specialist I provides technical knowledge and support for a variety of IT activities, such as, but not limited to, development of software lifecycle processes and standards, application Continuous Integration and Continuous Delivery (CI/CD) pipelines, configuration of cloud resources, updates to the Board's technical architecture, and technical support in the development of complex IT feasibility studies, IT procurements, and IT acquisition plans.

INFORMATION TECHNOLOGY DOMAINS:

- ☐ Business Technology Management
- ☐ Information Security Engineering
- ☐ IT Project Management
- ☒ Software Engineering
- ☐ Client Services
- ☐ System Engineering

% of Time	Essential Functions
35%	[DevOps, Research, and Release Management] Serve as a DevOps engineer for multiple projects. Design, implement, and maintain a secure and reliable cloud infrastructure. Develop and maintain automation scripts for deployment, monitoring, and maintenance. Use Infrastructure as Code (IaC) approach for provisioning cloud resources. Monitor and troubleshoot system performance and availability. Provision development tools, and services on cloud platforms. Develop and configure Continuous Integration and Continuous Delivery (CI/CD) technologies. Design and implement backup and disaster recovery strategies. Coordinate with developers on the approval of production releases. Develop and implement best practices for release management processes. Work collaboratively with all participants of software development projects to schedule releases, manage risks and coordinate deployment efforts. Collaborate with development teams to ensure applications are designed for scalability and reliability. Work with IT management to improve software engineering processes and practices associated with continuously building, deploying, and updating software and environments. Research new technologies and tools to improve DevOps processes, generate proofs of concept (POCs), and advise management and development staff on the architecture, design, and configuration of cloud services.
30%	[Documentation and Reporting]

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	Effectively document and update cloud infrastructure design and support documentation. Translate business requirements into design documents such as context diagrams, logical diagrams, use cases, data flow diagrams or other business analysis documents. Document technical project issues, technical risks, and mitigation strategies. Write status reports and provide interim updates upon management request.
30%	[Teamwork and Communication] Update team on work tasks in regular and ad hoc DevOps meetings. Recommend technical solutions to management and customers for consideration. Participate in team's execution of tasks and documentation to ensure work is complete, secure, errorproof, and follows best practices within chosen design framework. Effectively communicate new ideas, issues, and corrective actions. Create and deliver presentations. Evaluate vendor products and recommend best licensing options. Meet with customers and end users to explore ways to meet their business needs through technology. Research and present new technologies and methods to accomplish Program's objectives. Increase OIS' productivity and efficiency through process improvement, applying new DevOps tools and methods, and sharing improvement ideas with team and management. Strive to maintain and increase CARB's reputation and technical competence as the world-leader in Air Quality Management.

% of Time	Marginal Functions
5%	[[Training] Upon receiving training/education, train other IT staff informally and/or formally in accordance with "Train-the-Trainer" or "On-the-Job" training models. Train users on how to use new software solutions. May perform other duties within the scope of the classification as required.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
Requires prolonged periods of sitting at a desk and working on a computer.
Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
Involves prolonged periods of sitting at a desk and working on a computer.
May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

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Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date