

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification IT Specialist II	Working Title Access and Identity Management Specialist
Name of Incumbent <i>Click here to enter text.</i>	Position Number 280-353-1414-010
Section/Unit ESOS/AIM	Supervisor's Name David Hoffman
Division Infrastructure Service Division	Supervisor's Classification IT Manager I
Branch Information Technology Branch	Duties Based on: ☒ Full Time ☐ Part Time - Fraction
	Revision Date 8/22/2019

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.*)

Some travel may be required. May be required to move certain equipment.

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 general direction of the Information Technology (IT) Manager I, the IT Specialist II works as an Architect in the EDD's Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at the EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.

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

The incumbent acts as an Architect on systems software/hardware projects, and/or on information systems.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage
of Duties

Essential Functions

45%

Performs complex technical tasks in architecting and support of the Infrastructure Support Division's lines of business, and serves as system lead on a rotating basis with other architects, largely within the area of Public Identity Management Authentication and Authorization.

Provides State of California Public Citizens an Identity Management system for Authentication and Authorization. Works with the Identity Management service, utilizes hardware and software technologies for directory services that can be used to initiate, capture, record and manage user identities, computer resources and their related access permissions in an automated fashion. Ensures that access privileges are granted according to one interpretation of policy and all individuals and services are properly authenticated, authorized and audited. Services include:

- Provides User Identity and Authentication for Public services.
- Provides Public User Identity management, Authentication and integration for Enterprise services at the Agency, State and Public level.
- Researches, develops, and leads rapid prototype / proof of concept initiatives to test solutions and build major infrastructure related projects to ensure security architecture is in alignment with National Institute of Standards and Technology (NIST) 800-53, Federal Information Processing Standards (FIPS) Publication 199, and Internal Revenue Service (IRS) Publication 1075.
- Manages applications, upgrades, third-party application software, and application security, including detection and prevention of account phishing, web application security issues, host access control and packet filtering;
- Manages Integrate and/or provide required controls;
- Team leads, architects, and mentors for secure design, development, and review of architectural framework, principles, plans, standards, and procedures to be followed in the design and development of enterprise business processes, information, applications, technology, and information security and networking.
- Develops secure strategies, roadmaps, and approaches to transition from the baseline to the target architecture.
- Ensures project costs and expenditures are accurately tracked and monitored
- Facilitates the development and documentation of the baseline technical architecture, maintains documentation, operational guidelines/procedures and sustainable target architecture which is aligned with the enterprise strategic management plan.
- Configures and report application monitoring and statistics.
- Serves as an architect, lead and mentor for less experienced staff on Enterprise, Agency, State and Public projects.
- Supports the evaluation and testing of hardware and software for the server\client infrastructure and systems.
- Supports Enterprise, Agency, State and Public server\client infrastructure refresh and technology enhancements throughout the state.

45% Responds to more complex escalated Enterprise break/fix server and client problems by investigating and troubleshooting to resolve issues and close with Root Cause Analysis. Team leads, architects and mentors for department system upgrades and enhancements including but now limited to: Public Identity application and infrastructure, security, integration with EDD identities, Enterprise applications and services. Architects and supports the evaluation and testing of hardware and software for the server/client infrastructure and systems. Architects, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.

Performs Architect level technical review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve the most complex internal and external audit findings. Document completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors expectation.

5% Invests in personal development and growth through continuous education to maintain architect level knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout the EDD.

Percentage
of Duties Marginal Functions

5% Performs other duties as assigned.

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

Standing: Occasional (13-25%)

Sitting:

Frequent (51-75%)

Walking: Occasional (13-25%)

Temperature:
Environment

Temperature Controlled Office

Lighting: Artificial Lighting

Pushing/Pulling:

1-25% of the time

Lifting: 1-25% of the time

Bending/Stooping: 1-25%

Other: [Click here to enter text.](#)

Type of Environment: a. Cubicle b. N/A c. Select d. Select

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

5. SUPERVISION

Supervision Exercised (e.g., *Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs*)

May serve as lead and mentor, but does not have supervisory responsibility.

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 Position Statement.

Employee's Name (Print)

[Click here to enter text.](#)

Employee's Signature

Date

Supervisor's Statement:

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

Supervisor's Name (Print)

[Click here to enter text.](#)

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

FNB

8/13/2026

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

* 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.

List any Reasonable Accommodations Made:

[Click here to enter text.](#)

** AFTER SIGNATURES ARE OBTAINED:

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE