

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Information Technology Associate			WORKING TITLE IT Specialist - GCP	
PROGRAM NAME Office of Information Services			UNIT NAME GCP	
ASSIGNED SPECIFIC LOCATION 2180 Harvard St, Sacramento, CA 95815			POSITION NUMBER 400 – 175-1401-901	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the general supervision of the IT Supervisor II, the Information Technology Associate serves as a high-level technical contributor for the California Department of Industrial Relations (DIR) Google Cloud Platform (GCP) environment. The incumbent is responsible for the design, implementation, and maintenance of cloud-native infrastructure, ensuring high availability, security, and scalability for departmental applications.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Cloud Infrastructure Engineering & Administration Optimize cloud resources for scalability and high availability. Design, provision, and manage GCP resources including Compute Engine, Cloud Storage, VPCs, and Google Kubernetes Engine (GKE). Implement Infrastructure as Code (IaC) using tools like Terraform or Deployment Manager to automate environment setup. Monitor cloud consumption and performance metrics using Google Cloud Observability (formerly Stackdriver) to ensure optimal system health. Execute infrastructure modernization tasks, transitioning legacy workloads to cloud-native services, troubleshoot issues, and implement best practices for cloud sustainability.
25%	Security, Compliance & Identity Management Administer Identity and Access Management (IAM) policies, ensuring the principle of least privilege is applied across all GCP projects. Implement and manage security controls, including Cloud Armor, VPC Service Controls, and Cloud Data Loss Prevention (DLP). Ensure all cloud configurations meet State of California security standards (SAM/SIMM) and DIR-specific compliance requirements.

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	Coordinate with the Information Security Office (ISO) to perform regular vulnerability scans and audit resource logs.
25%	Collaboration & Technical Support Serve as a technical consultant for development teams, providing guidance on cloud-native architecture and CI/CD pipeline integration. Partner with the IT Operations Unit (Network, Server, and Telecom teams) to ensure seamless hybrid-cloud connectivity via Cloud Interconnect or VPN. Assist in the development of disaster recovery and business continuity plans for cloud-hosted applications. Create and maintain comprehensive technical documentation, including architectural diagrams and standard operating procedures (SOPs).
10%	Planning & Cost Optimization Analyze GCP billing reports to identify cost-saving opportunities and manage Committed Use Discounts (CUDs). Evaluate new GCP services and features to determine their potential benefit to DIR business operations. Participate in procurement activities and vendor management for cloud-related services.
Percentage of Time Spent	Marginal Job Functions
5%	The ITA is expected to perform other duties as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the Information Technology Associate to maintain acceptable, consistent and regular attendance at such level as is determined at the department's sole discretion; Must be regularly available and willing to work the hours the department determines necessary or desirable to meet its business needs.

The Information Technology Associate effectively communicates appropriately when dealing with the public and/or other employees of the department; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Supervision Received

The ITA reports directly to and receives the majority of assignments from the IT Manager I; however, direction and assignments may also come from the Assistant Chief Information Officer and Chief Information Officer (CIO).

Supervision Exercised

The IT Supervisor II supervises and manages the Server Admin Team, Backup Server Admin Team, and

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Special Support Services team.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The office is in a high rise building with elevators. The incumbent will work in a temperature-controlled office environment with an assigned cubicle. Access to the department suite will require a special badge. DIR is currently in a hybrid telework schedule and Incumbent will be required to work on site four days a week.

Special Requirements/Other Information

N/A

Physical Abilities

The incumbent is regularly required to be in a stationary position and communicate; frequently required to operate a computer, handle, move, retrieve, or transport up to 20 pounds of computer equipment.

Additional Requirements/Expectations

Invests in personal development through certification or continuous education to maintain position related knowledge in the information technology field with the emphasis on infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout the DIR. DIR does not participate in E-Verify.

Personal Contacts

Division management, OIS programmers, developers, project management and ISO.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of 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

Supervisor Sign Date



HUMAN RESOURCES OFFICE APPROVAL

J.W.

C&S Analyst Initials

8/18/2026

Approval Date