

California State Auditor

Duty Statement



Classification - Working Title:	Information Technology Specialist II – Senior Enterprise Infrastructure Specialist	
Position Number:	339-100-1414-900	Division: Administration – Information Technology
CBID:	E97	Designated Conflict of Interest Position: Yes ☒ No ☐
Employee Name:		
Position Description/Duties: Under the general direction of the Information Technology (IT) Unit Manager for the California State Auditor's Office (office), the Information Technology Specialist II (ITS-II) independently plans, designs, develops, maintains, and enhances the on-premise, cloud and network infrastructure. The ITS-II works directly with stakeholders at all levels of the organization to define and implement systems specifications based on requirements, using their technical expertise in systems software, hardware, databases, security, and networks. The incumbent demonstrates a depth of leadership and expertise in one or more domains and performs a wide variety of tasks requiring innovative problem-solving where guidance is not readily available.		
Job Functions - Essential (E) / Marginal (M) Functions:		
35% E	Server & Infrastructure Administration - Administer, configure, and maintain on-premise and cloud servers, including Windows/Linux systems, virtualization platforms, and Azure resources. - Deploy, manage, and optimize Azure services such as Azure Virtual Machines, Azure Storage, Azure Networking (VNETs, NSGs, Load Balancers), Azure Monitor, and related infrastructure tools - Lead cloud architecture improvements, hybrid connectivity (VPN/ExpressRoute), and secure integration between on-prem and Azure environments - Lead and coordinate server infrastructure projects, ensuring successful planning, execution, and delivery. - Monitor server performance, availability, and capacity; implement improvements to ensure service reliability. - Perform system upgrades, patch management, and lifecycle maintenance across server environments. - Lead storage administration, backup solutions, and disaster recovery readiness. - Support identity, access, and security configurations in Microsoft Entra ID, including role assignments, conditional access policies, application registrations, and identity governance controls.	
30% E	Network Administration & Operations - Support, maintain, and administer network infrastructure utilizing Juniper switches, access points, and security devices, including configuration, firmware management, and performance monitoring. - Lead and coordinate network infrastructure projects, ensuring successful planning, execution, and delivery. - Maintains agencies secure connections to state agencies such as SCO, FISCAL, and others. - Configure, troubleshoot, and support Palo Alto Networks firewalls, including security policies, NAT rules, interface configuration, user-ID integration, and threat prevention features. - Monitor and resolve complex network performance issues across campus networks and cloud-connected environments. - Assist in network architecture improvements, including VLAN segmentation, routing enhancements, firewall optimization, and modernization of network services.	

	- Independently performs upgrades, patches, and ongoing maintenance on the office's Unix-based servers and associated cloud environments to maintain secure and stable operations. - Maintain accurate and up-to-date network documentation, including diagrams, device inventories, IP schemas, and standard configuration baselines. - Support implementation of network security best practices, including Zero Trust concepts, secure network zones, and integration with cloud networking components.
25% E	Security Remediation and Compliance - Analyze and remediate vulnerabilities identified through security scans, audits, or incident responses. - Under the guidance of the ISO apply system hardening practices, secure configuration baselines, and security patches. - Under the guidance of the ISO assist with implementation of endpoint protection, network security monitoring, and identity/access controls. - Support adherence to state security policies, NIST standards, SIMM requirements, and departmental guidelines. - Assist in monitoring and maintaining the department's Security Information and Event Management (SIEM) platform, including reviewing alerts, triaging events, and coordinating follow-up actions with security personnel.
10%M	Documentation and Support - Develop and maintain procedures, operational documentation, configuration standards, and runbooks. - Provide guidance to IT staff regarding infrastructure and security best practices. - Participate in training, professional development, or cross-functional teams.
Supervision Received:	Reports directly to and receives the majority of assignments from the IT Manager (Information Technology Manager II).
Supervision Exercised:	None
Special Requirements:	None
Working Conditions:	- This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. - Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. - Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. - Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.
Position DS REV Date:	08/18/2026

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent's signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.