

DUTY STATEMENT

Employee Name:	Position Number: 580-151-1402-079
Classification: Information Technology Specialist I (System Engineering)	Tenure/Time Base: Permanent/ Full Time
Working Title: Cloud Developer & Support Specialist	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Application Technology and Support Branch/ Informatics Data Exchange & Application Support Section/ Application Support Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under direction of the Information Technology Supervisor (IT Sup) II and/or Information Technology Manager (ITM) I, Chief, Informatics Data Exchange & Applications Section, the Information Technology Specialist (ITS) I functions as a high-level, advanced technical specialist providing complex analytical and programming/development services primarily in cloud. The ITS I performs work independently and serves as part of a highly skilled, interdisciplinary technical team providing expertise in design, development, and support on-premises and/or cloud systems. The ITS I acts in a lead role on assignments involving design, coding, technical system configuration, performance tuning, troubleshooting, problem resolution and provides production support and maintenance for mission-critical systems. The ITS I has working experience in full Software Development Life Cycle.

The ITS I performs duties within the Software Engineering, Systems Engineering, and Business Technology Management domains.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require occasional travel of less than 5% to conferences or regional offices.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: This position may require the incumbent to monitor, receive, and respond to production related and time sensitive work matters outside of normal business hours.

Essential Functions (including percentage of time)

- 30% Serves as an application developer & support specialist for Azure Platform Cloud Services consisting of Azure API Management, Azure SQL Managed Instance, Azure Storage Accounts, Azure Virtual Machines. Develops and supports serverless and managed workflow automation components, including, but not limited to, Azure Functions, Logic Apps, Azure Data Factory, and Power Automate. Builds and maintains Azure DevOps CI/CD pipelines that automate deployment processes, including branch integration, security and quality code validation through Veracode scanning, and enforcement of approval gates prior to release. Implements and enforces Azure security standards, including consistent management of secrets and keys within Azure Key Vault; configures and maintains Enterprise Application, Managed Identities, Role-Based Access Control (RBAC), and Entra ID authentication to ensure secure resource access.
- 25% Performs studies and research analysis related to technology projects; provides IT consultation in support of business programs; coordinates and consults with users, administrators, and engineers to identify business and technical requirements; develops and sustains cooperative working relationships with project stakeholders; identifies infrastructure system requirements and recommends technology standards and methods to support organizational needs. Conducts research and performs analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoots, tracks, and conducts root-cause analysis of system/database/operational issues. Acts in a leadership role and demonstrates technical

versatility for lower-level staff aligning with technological modernization strategies in support of CDPH programs.

- 15% Utilizes various data integration engine tools to design and develop business rules and establish communication between data sending/receiving stakeholders. Conducts logic and programming code walkthroughs with peers, development teams, and management. Conducts unit, integration, system, stress tests, and code deployment in all environments. Develops and revises various documents, including, but not limited to, migration plans, task checklists, installation and configuration procedures, disaster recovery plans, and software evaluation reports. Works with all levels of impacted staff (e.g. public, participants, vendors, county, state, control agencies, federal) and acts as a liaison between program and information technology stakeholders. Plans, coordinates, and conducts walkthroughs and user training for changes and modifications to existing/updated systems. Responsible for communicating with partners and handling certificates, including, but not limited to, new certificates, managing updates, and troubleshooting or fixing issues, ensuring customers can connect and exchange data using various data submission/exchange protocols.
- 15% Collaborates with subject matter experts in providing database administration, including, but not limited to, database design, development, implementation, installation/configuration of database servers and database software, resolution of complex technical problems, database security monitoring, database performance monitoring, database backup and recovery, and database problems troubleshooting and resolution. Creates, updates, and supports various reports, jobs, and procedures using various tools/platforms, including, but not limited to, SQL, Databricks, Snowflake, Tableau, BI Report, etc.
- 10% Regularly reviews, performs, and completes maintenance and system performance using scripting tools and platforms (e.g., Microsoft Log Analytics, Application Insights, Azure Monitor, Power BI, SQL server, Snowflake, Databricks, PowerShell, JavaScript, VBScript). Develops and optimizes alert rules and dashboards, helping identify system failures, and performance issues. Troubleshoots incidents across Azure resources by performing root-cause analysis, implementing corrective actions, documenting resolutions, and establishing mitigation plans to prevent recurrence. Performs and completes Maintenance and Operation (M&O) work using the Branch's suite of technology tools, platforms, and programming languages (e.g., .NET Framework, C#, VB.NET, ASP.NET, XML, JSON, Python, DevOps, AWS and Azure Cloud services).

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
--------------------	------	------------------	------

Supervisor's Signature	Date	Employee's Signature	Date
------------------------	------	----------------------	------

HRD Use Only:

Approved By: D.S.

Date: 9/10/26