DUTY STATEMENT

Employee Name:	Position Number: **580-151-1402-909**
Classification: **I**nformation Technology Specialist I	Tenure/Time Base: Permanent/Full Time
Working Title: Cloud DevOps Engineer	Work Location: Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Chronic Disease Informatics Section

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. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under direction of the Information Technology Manager (ITM) I, Chief, Chronic Disease/Cancer Registry Section, the Information Technology Specialist I (ITS) I

supports the Chronic Disease Surveillance and Research Branch (CDSRB) and the California Cancer Registry (CCR) by being responsible for developing, designing, implementing, automating and securing software applications in addition to supporting cloud-based infrastructure. This role combines expertise in software development, cloud technologies, infrastructure automation, system administration, continuous integration/continuous delivery (CI/CD), monitoring, and security to ensure highly available, scalable, and reliable services.

The ITS I collaborates with software developers, data engineers, security teams, and business stakeholders to streamline application delivery, optimize cloud resources, and improve operational efficiency through automation and modern DevOps practices.

The ITS I performs duties within the Client Services, System Engineering, Business Technology Management, and Information Technology Project Management domains.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

25% Performs studies and research analysis related to technology projects; provides IT consultation in support of business programs; coordinates and consult 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.

20% **Software Development**
Analyzes user requirements, creates architectural diagrams, and maps out software logic before coding begins. Writes clean, efficient, and scalable code using C#. Runs tests to catch errors, troubleshoot bugs, and fix performance issues in applications. Updates existing software to improve security, add features. Collaborates with project managers, designers, and stakeholders to discuss project goals, timelines, and technical requirements. Records technical details, system designs, and code structures to guide future updates and maintenance.

20% **Cloud Infrastructure Management**

Designs, deploys, and maintains cloud infrastructure environments. Manages cloud resources, networking, storage, compute services, and security controls. Develops infrastructure as code (IaC) solutions using industry-standard automation tools. Implements scalable and highly available architectures. Monitors cloud utilization and optimize performance and cost. Troubleshoots infrastructure, application, and deployment issues. Participates in incidence response, root cause analysis, and problem resolution activities.

20% **DevOps Automation**
Designs, implements, and maintain CI/CD pipelines. Automates application deployments, infrastructure provisioning, and operational processes. Develops scripts and automation tools to improve system reliability and efficiency. Supports containerized and microservices-based application environments. Manages source code repositories and deployment workflows. Monitors system performance, availability, and capacity.

10% **Security and Compliance**
Implements cloud security best practices and governance standards. Manages identity and access controls, encryption, and vulnerability remediation. Supports regulatory and compliance requirements. Conducts security reviews and risk assessments of cloud environments. Maintains secure configuration baselines and deployment standards.

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: 9/14/26