JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Information Technology Specialist II	**0520-1414-002**	**50002978**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**xxx**	**DTS- Enterprise Network Operation Services**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Raphael Carrillo**	**Information Technology Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**7/22/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **The Information Technology Specialist II, under the direction of the Enterprise Network Operation Services Manager, serves as a Senior Network Engineer. The position's duties and activities are performed primarily within the System Engineering technical domain. The incumbent provides technical services in support of DWR's Business Network. The position is responsible for network design, installation, testing, monitoring, maintenance, and operations of all network components within the Department's various Local Area Networks and Wide Area Network. In addition the incumbent, serves as a project technical lead on enterprise network projects, providing technical expertise and technical leadership. The incumbent is also responsible for providing critical IT network support and services in support of the Department's programs, strategic goals, and business objectives. Incumbent must adhere to all Departmental IT Governance Standards and IT Policies as set by the Department's Manager of the Division of Technology Services.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise good judgment; provide excellent service to internal and external customers; and complete assigned projects and tasks on time at a level commensurate with the position classification. The incumbent must demonstrate the following: respect for coworkers and managers by being courteous, considerate, and professional; openness and trust by being straightforward, listening respectfully, sharing information, and being receptive to new ideas; and accountability by taking responsibility for one's own actions/inaction and the subsequent outcomes.** **SPECIFIC DUTIES**
40%	**Independently researches and develops plans for the implementation of network designs using leading edge technologies and industry best practices in addressing the connective needs of the Department and those the Department supports. Conducts independent research into emerging network hardware, software, groupware, and technology solutions. Consults with and advises IT staff and management regarding the planning, development and implementation of network**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Raphael Carrillo	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Information Technology Specialist II	**0520-1414-002**	**50002978**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**xxx**	**DTS- Enterprise Network Operation Services**

Percent of Time	*Activity*
	solutions to support business goals and improve program operations. Provides consultation to business partners, network users, LAN support staff, data center staff and vendors.
30%	**Performs network site inspections, field surveys, procurement research, installations, testing, and commissioning of network and telecommunications hardware and software. Maintains optimal performance for local area networks and business-wide area network platforms. Provides upper level technical support, troubleshooting, and complex problem resolution for problems that have exceeded the abilities of other network staff. Provides expert level technical services, support, and solutions in the areas of network hardware and software and mobile computing connectivity. These duties may require driving a vehicle on public roadways.**
30%	**Develops network standards and documentation and develops network policies and procedures to be presented to upper management for approval. Acts as a primary expert network source in the development of Business network standards, ensures that those standards have been implemented, and performs system audits for verification. Develops network engineering documentation for systems installations, systems modifications, and operational procedures for DWR's Business network systems. As a Department expert, develops policies and procedures pertaining to the business network and presents these policies and procedures to upper management for approval and adoption.** **OTHER RESPONSIBILITES** **This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Governor's Office of Emergency Services and Federal Emergency Management Agency in disaster work including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.** **SPECIAL REQUIREMENTS** **Position requires incumbent to obtain and maintain Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) certifications. May be required to work extended hours and travel to various locations throughout the State of California when requested.** **Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Information Technology Specialist II	**0520-1414-002**	**50002978**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**xxx**	**DTS- Enterprise Network Operation Services**

Percent of Time	*Activity*
	participating in any e-discovery or forensics type of activities, or any other situations where discretion is required. **All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.** **The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.** **May be required to work extended hours and travel to various locations throughout the State of California when requested.** **KNOWLEDGE, SKILLS, AND ABILITIES** **The incumbent must possess, or have knowledge and experience in:** *** Network engineering and topologies, network security/operations/troubleshooting;** *** Strong analytical and administrative skills;** *** Learning new technologies quickly;** *** Resources Management.** **The Incumbent must have strong verbal and written communication skills, interpersonal and problem solving skills; and possess leadership skills necessary to lead a larger and complex technology environment.**