Employment Development Department
State of California

☐ Current
☒ Proposed

# POSITION STATEMENT

| 1. POSITION INFORMATION | |
|---|---|
| CIVIL SERVICE CLASSIFICATION: | WORKING TITLE: |
| Information Technology Specialist III | Cloud Infrastructure Architect |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 280-353-1415-976 |
| OFFICE/SECTION/UNIT: | SUPERVISOR'S NAME: |
| Cloud Technologies Section | |
| DIVISION: | SUPERVISOR'S CLASSIFICATION: |
| Infrastructure Services Division | Information Technology Manager II |
| BRANCH: | REVISION DATE: |
| Information Technology Branch | 9/9/2026 |

**Duties Based on:** ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

## 2. REQUIREMENTS OF POSITION

**Check all that apply:**

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

**Description of Position Requirements:**
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

## 3. DUTIES AND RESPONSIBILITIES OF POSITION

**Summary Statement:**
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management ☐ IT Project Management ☐ Client Services
☐ Information Security Engineering ☒ Software Engineering ☒ System Engineering

Under the administrative direction of the Information Technology Manager II over the Enterprise Infrastructure Office, the Cloud Architect, Information Technology Specialist (ITS) III, is a member of a cross functional EDDNext enterprise modernization architecture team responsible for performing the activities required to discover concepts and theories for the EDDNext enterprise modernization architecture. Assignments require an advanced level of organizational understanding to bridge the strategic intent and practical technical application. In addition, the incumbent advises management on formulating Cloud Information Technology (IT) strategy, policy, and governance for the modernization project and enterprise wide. The IT Specialist III possesses a wide and deep practical technical knowledge base, which includes emerging "cutting-edge" technologies. The IT Specialist III is recognized as an industry expert in Cloud technology, exhibits a mastery level of team leadership qualities, and plays a major part in formulating technological Cloud strategy and policy. The ITS III has extensive decision-making authority and directs the most critical/complex

projects. Responsibilities at this level include development of enterprise Cloud architecture, providing strategic and tactical technical direction, and cross-domain expertise at a deep technical level.

The IT Specialist III performs Software Engineering Domain duties related to the architecture, development, operation, and maintenance of Software Systems Engineering Domain duties including user research, user-centric design, development or configuration, testing, and implementation.

| Percentage of Duties | Essential Functions |
|---|---|
| 45% | Serve as an expert technical resource providing enterprise-level architecture, engineering, analysis, and technical direction for complex infrastructure services. Apply expert knowledge within the assigned specialty and broad architectural knowledge of network, server, cloud, identity, security, operating systems, virtualization, automation, monitoring, and related enterprise technologies.<br>Provide technical direction for infrastructure architecture, integration, security, resiliency, modernization, and complex issue resolution. Develop technical standards and solutions that support enterprise availability, scalability, interoperability, security, reliability, and performance, and provide expert consultation to infrastructure, application, architecture, and project teams.<br><br>Performs ongoing Cloud architectural analysis of existing systems, proposed architectural solutions, and architectural requirements, as well as dependencies of proposed system changes. Identify opportunities for technology efficiencies, consolidation, reuse and retirement of obsolete technology. Leads the review and analysis of technical and architectural deliverables, work products, technical analysis, and design documents. Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives. Maintains effective communications with multiple management levels within the division, department, contractor representatives, State control agency administrators and State, Federal and local government entities. Effectively explains complex Cloud technology concepts and problems to departmental executive leadership and oversight agencies in layman's terms. |
| 25% | Works closely with various organizations to create advanced Cloud Infrastructure solutions, aiming to meet changing business requirements and comply with legislation affecting EDD products and services. Ensures alignment with the overall enterprise strategic plan, objectives and target architecture. Delivers enterprise guidance and expertise of Cloud Infrastructure and technology systems to design and transfer applications to Cloud. Provides modernization and enterprise guidance in infrastructure movement techniques including bulk application transfers into Cloud environments. Evaluates and recommends new and emerging technologies needed to achieve operational Cloud objectives. Provides strategic and technical leadership, influence, and expertise to drive continuous improvement of the EDD Cloud Infrastructure stack. Provides overall Cloud Infrastructure architectural guidance, technical project management and coordination, planning, and direction to ensure the unique product and technology domains stay aligned throughout the project lifecycle. Assesses and monitors vendor and state-staff software development projects' compliance with contract terms and technology best practices. Develops vendor performance measurements and monitors vendor performance and deliverable quality against contract expectations. Maintains EDDNext enterprise Cloud strategy and management plan, topology and design as well as architecture artifacts and components. Performs the activities required to design Cloud strategy to address interoperability, portability, scalability, accessibility, and availability while addressing security objectives and overall total cost of ownership. Participates in the planning and implementation of the retirement and decommissioning of obsolete technology infrastructure. |

| | |
|---|---|
| 15% | Consults with and assist the Cloud administrators and Cloud third-party providers in performing the activities required to implement Cloud architecture standards and objectives.<br><br>Performs ongoing Cloud architectural analysis of existing systems, proposed architectural solutions, and architectural requirements, as well as dependencies of proposed system changes. Identify opportunities for technology efficiencies, consolidation, reuse and retirement of obsolete technology. Leads the review and analysis of technical and architectural deliverables, work products, technical analysis, and design documents. Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives. Maintains effective communications with multiple management levels within the division, department, contractor representatives, State control agency administrators and State, Federal and local government entities. Effectively explains complex Cloud technology concepts and problems to departmental executive leadership and oversight agencies in layman's terms. |
| **Percentage of Duties** | **Marginal Functions** |
| 10% | Perform business continuity analysis of EDD systems and work with EDD technical teams in various disciplines to create strategy for a viable business continuity and disaster recovery process for all EDD critical applications whether private or public cloud. |
| 5% | Perform other duties as required within the specifications of the classification, including but not limited to training, research, consulting, and/or unplanned projects and initiatives. |

## 4. WORK ENVIRONMENT *(Choose all that apply)*

| | |
|---|---|
| Standing: Occasionally - activity occurs < 33% | Sitting: Continuously - activity occurs > 66% |
| Walking: Occasionally - activity occurs < 33% | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Not Applicable - activity does not exist |
| Lifting: Not Applicable - activity does not exist | Bending/Stooping: Not Applicable - activity does not exist |

Other: *Click here to enter text.*

**Type of Environment:**

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

**Interaction with Customers:**

☐ Required to work in the lobby ☐ Required to work at a public counter
☐ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

## 5. SUPERVISION EXERCISED:

(List total per each classification of staff)

N/A

## 6. SIGNATURES

**Employee's Statement:**
*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

| **Civil Service Classification** | **Position Number** |
|---|---|
| Information Technology Specialist III | 280-353-1415-976 |

| | |
|---|---|
| Employee's Signature: | Date: |
| **Supervisor's Statement:**<br>*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.* | |
| Supervisor's Name: | |
| Supervisor's Signature: | Date: |

**7. HRSD USE ONLY**

**Classification and Pay Unit (CPU) Approval**

| | | |
|---|---|---|
| ☒ Duties meet class specification and allocation guidelines.<br>☐ Exceptional allocation, STD-625 on file. | CPU Analyst Initials | Date Approved |
| | FNB | 10/22/2026 |

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file