DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
TECHNOLOGY INNOVATION AND INTEGRATION OFFICE
TECHNICAL SERVICES SECTION
NETWORK CLOUD ENGINEER

DUTY STATEMENT

JOB TITLE: Information Technology Specialist II **POSITION #:** 472-516-1414-005

WORKING TITLE: AWS Platform Administrator

EMPLOYEE:

POSITION DESCRIPTION: Under general direction of the Infrastructure Services Branch Chief (Information Technology Manager I), the Information Technology Specialist II (ITS II) serves as the AWS Platform Administrator responsible for administering, operating, securing, optimizing, and supporting the Department's AWS cloud environment and related cloud-based infrastructure services. The incumbent provides AWS systems engineering, platform administration, configuration management, monitoring, security administration, troubleshooting, and operational support to ensure the reliability, availability, performance, and scalability of cloud-hosted solutions. This position focuses on AWS infrastructure, cloud platform operations, governance, and continuous service improvement rather than application development, serving as a technical resource for enterprise cloud administration and support.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Position reports to and is under general direction of the Information Technology Division Infrastructure Services Section Chief (Information Technology Manager I).

DOMAINS		
	Information Security Engineering:	critical skills
	IT Project Management:	critical skills
	Software Engineering:	critical skills
	System Engineering:	critical skills
	Business Technology Management:	moderate skills
	Client Services:	moderate skills

EXAMPLE OF DUTIES:

Essential Job Functions:

40% Administer, operate, and maintain the Department’s AWS cloud platform, ensuring reliability, availability, and scalability of all deployed cloud services. Provision, configure, and support AWS compute, storage, networking, and identity resources while applying enterprise standards, security policies, and configuration baselines. Perform routine and advanced platform operations including patching, backup management, resource lifecycle management, and cost-optimization activities. Collaborate with internal teams to support cloud-hosted workloads, maintain platform documentation, and ensure consistent, stable, and efficient AWS environment operations.

30% Support cloud engineering and architectural initiatives to improve, expand, and modernize the Department's AWS environment. Implement infrastructure enhancements, participate in solution design discussions, and translate technical requirements into scalable, secure cloud configurations. Assist with automation development using tools such as CloudFormation or Terraform to streamline provisioning and operational processes. Evaluate new AWS services, recommend platform improvements, and contribute to cloud modernization, migration efforts, and long-term strategic planning to ensure the environment evolves in alignment with departmental needs and industry best practices.

15% Administer cloud security controls, governance structures, and compliance requirements across the AWS environment. Manage IAM roles, permissions, and access policies to ensure least-privilege and secure identity management practices. Monitor and remediate security findings using AWS-native tools such as Security Hub, GuardDuty, CloudTrail, and AWS Config. Implement and enforce governance standards, ensuring adherence to security policies, audit requirements, and enterprise cloud frameworks. Support risk assessments, develop mitigation strategies, and maintain secure operating conditions for all cloud resources.

10% Monitor AWS service health, operational metrics, and platform performance using cloud monitoring and logging tools. Conduct troubleshooting, root-cause analysis, and incident resolution for infrastructure, networking, storage, and compute-related issues. Coordinate with vendors, internal technical teams, and stakeholders to resolve service interruptions and improve operational performance, reliability, and cost efficiency.

Marginal Job Functions:

5% Complete other required duties within the scope of the classification.

WORKING CONDITIONS: Open-spaced partitioned offices. Prolonged periods on a computer a majority of the time. Occasionally required to move and transport objects weighing up to 25 pounds. May require 24/7 on-call support responsibility. Occasional travel including overnight or day trips for covered California locations. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: AWS cloud architecture, services, and operational best practices; AWS Organizations, Control Tower, IAM, EC2, S3, RDS, Lambda, VPC, CloudWatch, CloudTrail, Systems Manager, and related services; Enterprise cloud infrastructure management, security, and governance frameworks; Cloud networking, DNS, VPN connectivity, routing, and hybrid cloud architectures; Infrastructure automation, orchestration, and configuration management practices; Cloud monitoring, logging, observability, and performance management solutions; Identity and access management, encryption, auditing, and compliance principles; Disaster recovery, business continuity, backup, and resiliency planning; Cost management and cloud resource optimization strategies; Technical documentation, architecture diagrams, operational procedures, and runbook development.

Ability to: Administer and support complex AWS cloud environments; Diagnose and resolve

infrastructure, security, networking, and performance issues; Design and implement cloud platform improvements that enhance reliability, scalability, and efficiency; Apply governance, security, and compliance requirements within cloud environments; Evaluate emerging technologies and recommend strategic improvements; Develop and maintain technical documentation and operational procedures; Communicate technical concepts effectively to technical and non-technical stakeholders; Independently manage complex assignments while collaborating across teams.

CERTIFICATION OR LICENSE: None.

Employee Name	Employee Signature	Date
Supervisor Name	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.