State Compensation Insurance Fund
Duty Statement

Position Information

Employee Name:

Position Title:
Lead Cloud/Virtualization Engineer

Program:
Information Technology – Network Operations

Work Unit:
Core Infra and Support-Server Operations

Classification:
Information Technology Specialist II

Report To:
Information Technology Manager I

Collective Bargaining Identifier (CBID):
R01

Fair Labor Standards Act (FLSA) Status:
Not Covered, Exempt. Work Week Group E

Information Technology Domain(s):
System Engineering, Information Security Engineering

Special Requirements

Conflict of Interest Designation: Not applicable.

Program Information:

We keep the tech backbone of the State Fund business strong, secure, and running smoothly—so our teams can focus on protecting what matters most to our customers. Whether it's behind-the-scenes systems or front-line support, we're here to make sure everything works. Reliable infrastructure, responsive service, and a mindset of continuous improvement—ensuring that every system, service, and user experience reflects our dedication to excellence, reliability, and trust.

Purpose/Scope:

Under the general direction of the Information Technology Manager I, the Information Technology Specialist II leads the design, implementation, automation, security, and ongoing support of enterprise cloud and virtualized infrastructure; coordinates complex migration initiatives and vendor resources; and provides technical leadership and guidance to State Fund IT teams.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment

- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

45% Essential

1. Design, coordinate, and support enterprise infrastructure and migration projects.

a. Review and develop architecture plans for Nutanix, Azure with vendor.
b. Review and develop plans for migration activities to Nutanix and Azure in conjunction with State Fund SME's and vendor architects.
c. Oversee technical design and vendor-supported implementation for Microsoft 365, Azure, Azure Virtual Desktop, and Nutanix migrations.
d. Coordinate State Fund IT teams and vendor resources to maintain project schedules, resolve dependencies, and advance implementation activities.
e. Coordinate with other I.T. teams to research and resolve (complex) issues.
f. Act as a technical resource and provide guidance to other I.T. teams as necessary. Escalate as necessary, critical issues that impact pre-production and production systems.
g. Perform post-event analysis to determine root cause and possible options to prevent future occurrence.
h. Coordinate activities in the administration, maintenance, and support of the infrastructure to support IT and business initiatives.
i. Lead, plan, develop, implement, and actively participate in (complex) project design, system administration, maintenance, and support that are essential to the mission (mission-critical) of State Fund.
j. Design, implement, and maintain secure, scalable, and highly available cloud and virtualized infrastructure, including access controls, security policies, and disaster recovery solutions.
k. Participate in meetings, training, mentoring activities, and take a lead role in projects as assigned by management.

35% Essential

2. Develop and optimize automated solutions while ensuring compliance and vendor coordination.

a. Develop automation using tools such as Ansible and Python to automate routine tasks.
b. Develop and implement tools and scripts for infrastructure provisioning, system deployment, and ongoing environment management.
c. Research and evaluate tools, techniques, and methods that improve the automation, administration, and maintenance of cloud and virtual environments.
d. Ensure designs meet best practice security guidelines.
e. Ensure systems are optimized for best performance based on the use case.
f. Monitor and manage and Azure usage to help prevent overspending.
g. Support State Fund management by proactively coordinating with vendor resources.
h. Lead design discussions, research, identify, and provide recommendations on solutions and best practices to improve or solve mission critical systems and issues.

20% Essential

3. Maintain project documentation, perform administrative tasks, and communicate technical insights.

a. Provide weekly Diary in Raptor.
b. Timely completion of administrative tasks (ie. trainings, project hours, oracle timesheet, project, unit, and

one-on-one meetings, 640 leave reduction (if applicable)).

c. Provide strategy, documentation, thorough analysis, and recommendations of assigned tasks and projects and be able to articulate the concepts to IT management and key stakeholders.

100%

Required Knowledge Areas:

- Advanced knowledge of security principles and configurations for Azure, Nutanix, M365.
- Proficient understanding of networking principles.
- Advanced knowledge of Virtualization platforms, in particular VMware, Nutanix and AVD.
- Advanced knowledge of Cloud architecture, in particular Azure and AWS.
- Advanced knowledge of M365 architecture including Purview.

Required Skills and Abilities:

- Ability to interpret/apply policies and procedures to complete assignments.
- Ability to achieve results according to objectives.
- Ability to effectively work with and relate with other people.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to manage multiple projects and tasks.
- Ability to evaluate information and analyze data to support and defend decisions.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.

Travel:

- Travel may be required.

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.
- May involve work in the evenings and weekends as needed.

Supervisor's Statement: **I have discussed the duties of the position with the employee**

Supervisor Name (Print):	Supervisor Signature:	Date:

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

Employee Name (Print):	Employee Signature:	Date: