

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 06/12/24
Classification: IT Specialist I	Position #: 673-860-1402-047
Division/Office: OIS / SDSB	CBID: R01
Section: DevOps & Database Unit	
Supervisor Name: Vacant / Nicki Ruszczky	Supervisor Classification: ITM I / ITM II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 5

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Systems Development and Support Branch (SDSB) is responsible for the development and ongoing support of IT solutions to CARB's complex business, scientific, and engineering program needs. The Branch implements solutions, and supports ongoing operations, maintenance, and hosting services necessary to sustain CARB business applications and systems through their business life.

Within SDBS, the DevOps and Database Unit (DDU) develops, implements, and maintains many of CARB's most complex information systems. These systems capture, process, report, and manage collected air quality data. These systems capture, process, report, and manage collected air quality data. They also register and track the performance of regulated parties whose businesses affect air quality. Unit staff analyze business requirements, develop and test applications, and integrate database systems with data acquisition, data retrieval, data analysis, and data presentation programs. Unit staff maintain and enhance implemented applications and databases, and train application owners and end users.

CONCEPT OF POSITION:

Under general direction of the Information Technology Supervisor II, the Information Technology Specialist I (IT Specialist I) provides technical expertise to develop and support of complex CARB business applications, acting as a system support engineer on multiple projects simultaneously. In collaboration with project managers, business owners, subject matter experts, and co-developers (state and contracted), the IT Specialist I works on a variety of information technology (IT) activities

DUTY STATEMENT

that support application development and administration, DevOps, and process automation. The IT Specialist I's professionalism and expertise leads to superior customer satisfaction and delivers products and services that meet or exceed the customer's expectations. The IT Specialist I provides technical expertise and support for a variety of IT activities, such as, but not limited to, development of software lifecycle processes and standards, updates to the Board's technical architecture, and technical support in the development of highly complex IT feasibility studies, IT procurements, and IT acquisition plans. The incumbent must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining constructive professional relationships with management, customers, peers and vendors. The incumbent maintains and processes confidential personnel data.

INFORMATION TECHNOLOGY DOMAINS:

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

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% E	<p>[DevOps, Research, and Release Management]</p> <p>Serve as a DevOps engineer for multiple projects. Design, implement, and maintain a secure and reliable cloud infrastructure. Develop and maintain automation scripts for deployment, monitoring, and maintenance. Use Infrastructure as Code (IaC) approach for provisioning cloud resources. Monitor and troubleshoot system performance and availability. Provision development tools, and services on cloud platforms. Develop and configure Continuous Integration and Continuous Delivery (CI/CD) technologies. Design and implement backup and disaster recovery strategies.</p> <p>Coordinate with developers on the approval of production releases. Develop and implement best practices for release management processes. Work collaboratively with all participants of software development projects to schedule releases, manage risks and coordinate deployment efforts. Collaborate with development teams to ensure applications are designed for scalability and reliability. Work with IT management to improve software engineering processes and practices associated with continuously building, deploying, and updating software and environments. Research new technologies and tools to improve DevOps processes, generate proofs of concept (POCs), and advise management and</p>

DUTY STATEMENT

	<p>development staff on the architecture, design, and configuration of cloud services.</p>
<p>25% E</p>	<p>[Application Support and Process Improvement] Serve as IT application programmer and/or administrator on new and maintenance development efforts. Demonstrate high-level technical expertise to design and code "complex" software solutions. These solutions include, but are not limited to enterprise-level, web-based software applications and relational databases running on various operating systems and hardware. Work independently and in teams as an "intermediate-level" technical specialist on complex new and legacy CARB systems development and enhancement projects. Code in a variety of software languages, including low-code languages, and use a variety of software tools. Perform and document code review, and debug code. Conduct all levels of software and database testing. Construct the Development and Test environment. Facilitate software solution development into Production. Ensure security controls are met throughout the lifecycle for all IT assets.</p>
<p>25% E</p>	<p>[Teamwork and Communication] Update team on work tasks in regular and ad hoc meetings. Recommend technical solutions to management and customers for consideration. Participate on team's execution of tasks and documentation to ensure work is complete, secure, errorproof, and follows best practices within chosen design framework. Effectively communicate new ideas, issues, and corrective actions. Create and deliver presentations. Evaluate vendor products and recommends best licensing options. Meet with customers and end users to explore ways to meet their business needs through technology. Coordinate with IT staff, program, and vendors, facilitating tasks that accomplish project goals. Research and present new technologies and methods to accomplish Program's objectives. Increase OIS' productivity and efficiency through process improvement, applying new tools and methods, and sharing improvement ideas with team and management. Train and assist non-technical staff with low-code and process automation technologies. Strive to maintain and increase CARB's reputation and technical competence as the world-leader in Air Quality Management.</p>
<p>20% E</p>	<p>[Documentation and Reporting] Effectively document and update cloud infrastructure design and support documentation. Translate business requirements into design documents such as context diagrams, logical diagrams, use case, data flow diagrams or other business analysis documents. Document technical project issues, technical risks, and mitigation strategies. Write status reports and provides interim updates upon management request.</p>

DUTY STATEMENT

5% M	[Training] Upon receiving training/education, train other IT staff informally and/or formally in accordance with "Train-the-Trainer" or "On-the-Job" training models. Train users on how to use new software solutions. May perform other duties within the scope of the classification as required.
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