

Duty Statement Rank & File

Proposed
(Submit to HR for
Review)
 Final

Print or type.
See Specific Instructions on page 2.

A. Current Position Number 255-1415-005	B. Probationary Period /JEP Period 12 months	
C. Incumbent Name Vacant	D. Classification/Job Title Information Technology Specialist III / Principal Cloud Architect	E. Date of Hire
F. Unit, Section, Division Information Technology Division		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager	I. Classification/Title of Immediate Supervisor/Manager ITM II – Chief Technology Officer	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 1	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule Monday – Friday	N. Work Hours 8:00 AM - 5:00 PM	Occasional off-hours and weekends may be required
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes Click here to enter text. <input checked="" type="checkbox"/> No

Section II JOB DESCRIPTION

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief Technology Officer, the Information Technology Specialist III (ITS III) Principal Cloud Architect, is a member of the Enterprise Architecture (EA) group within the Information Technology Division and is a team responsible for developing and implementing an enterprise architecture program within the organization. This group comprises enterprise architects with expertise in different architecture domains such as business, data, application, and technology. The ITS III is the subject matter expert for all cloud technologies at the Secretary of State. The incumbent possesses in-depth knowledge of AWS and Azure cloud offerings and how they can be effectively used to deploy distributed data systems and applications. Responsible for the architectural design and implementation of information cloud systems to support the enterprise infrastructure for the Secretary of State and provides technical expertise and architectural solutions in infrastructure, hardware, security, and virtualization. The Principal Cloud Architect interacts closely with IT personnel from the Software Engineering and System Engineering teams, the Principal Architects, and the Office of Risk Management as well as product vendors, service providers, and the program areas.

ESSENTIAL FUNCTIONS

40%

Cloud Infrastructure Support (System Engineering, Software Engineering, IT Project Management Domains)

- Assumes lead role in architectural analysis, design, and recommendation of target architectures for Cloud technologies (i.e. Azure, AWS) and virtualization solutions based on best practices to support both data center and distributed server infrastructures and desktop environments.
- Provide oversight for cloud applications. Establish cloud migration strategy and modernization at the architect level.
- Determines new technologies that will allow SOS to project and plan for future growth. Architectural Design automation/workflow solutions in collaboration with Software Engineers, System Engineers, Project Managers, and Operations staff.
- Analyzes technology environments, designs, and creates solution architecture models & prototypes, participates in technology selection, solution development, and delivering business solutions
- Maintain frequent consultation with vendors to evaluate new technology; coordinate with multiple vendors for complex hardware/software problem determination and resolution.
- Supports and fulfills new architecture and technology needs by working closely with Principal Architects, System Owners, business areas, IT teams, and external vendors

30%

Web Services & Monitoring Support (System Engineering, Information Security Engineering Domain)

- Validate cloud infrastructure and other reference architectures for security best practices and recommend changes to enhance security and reduce risks, where applicable.
- Provide consultation and expertise in multiple IT domains to ensure compliance with enterprise and IT security policies.
- Monitor the IT infrastructure in the cloud based on platforms such as AWS and Microsoft Azure using various tools (i.e. Site 24x7, Incapsula, etc.)

20%

Troubleshooting & Subject Matter Expert (System Engineering Domain)

- Provide third-level support for Information Technology Specialist I's and II's troubleshooting efforts by leading issue resolution efforts.
- Identify problem areas and develop corrective action plans where necessary.
- Communicate with management on the status of troubleshooting efforts both verbally and with detailed incident reports.
- Work with vendors on issue escalation and follow through to resolution.

MARGINAL FUNCTIONS

10%

Technical Lead (System Engineering Domain)

- Provide technical guidance, knowledge transfer, and mentorship to internal engineering peers as required and lead technical staff responsibilities.
- Monitor for adherence to established practices and standards.
- Review work for completeness, accuracy, and fulfillment of requirements.
- Attend vendor seminars and/or training events; and research emerging trends in information technology.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
▶	▶	▶

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

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
▶	▶	▶