

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 25460	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Enterprise Architecture	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday/8:00am - 5:00pm	POSITION NUMBER 306-072-1415-XXX	CBID M01
CLASS TITLE Information Technology Specialist III	WORKING TITLE Sr. Network Architect	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under administrative direction of the Chief Technology Officer (IT Manager II), the IT Specialist III in the Department of General Services, Enterprise Technology Solutions, within the System Engineering domain, on the Enterprise Architecture Team, acts as the strategic technical leader and subject matter expert on the architecture, design, and development of the department's physical and cloud network infrastructure to drive the organization's use of network technology toward constant improvements. This position will design networks for DGS sites including OSP locations and will have access to the network, OSP sites, and server rooms. This position will have complete access to Network packets, physical access and will have access to regulated systems and sensitive information. The incumbent also works as part of the Enterprise Architecture team to develop technology road maps and enterprise solutions.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

Background Evaluation

This position requires Background Investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	<p>Develops the enterprise information technology network architecture direction of the organization, oversees critical/complex, secure enterprise network connectivity on-prem, hybrid, multi-cloud, alternate work locations, and network connectivity to vendor managed data centers by architecting and designing switching, routing, and firewall solutions, and advising management, architects, and information security office on the most complex network designs in order to support and secure the enterprise network environment to ensure effective performance and security of enterprise applications utilizing network architecture tools and design best practices.</p> <p>This function allows read access to all audit logs, internal risk assessments, and systems with data classified as Federal Tax Information, regulated by U.S. Internal Revenue Service (IRS) Publication (Pub) 1075, Individually Identifiable Health Information (IIHI, aka PHI), regulated by California</p>

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

PERCENTAGE	DESCRIPTION
	Information Practices Act of 1977 (Civil Code 1798 et seq.) and U.S. Health Insurance Portability and Accountability Act (HIPAA), Notice-Triggering Personally Identifiable Information (PII), protected by Civil Code 1798.
30%	Designs and develops network solutions by researching and analyzing business requirements in order to meet the network and telecommunications needs of business programs to ensure the operational, security, and performance requirements are met utilizing current technology standards.
20%	Collaborates with Enterprise Architects, Security Architect, and Network Engineers in designing innovative physical and cloud network solutions by researching and analyzing network industry trends in order to keep the department's network infrastructure up to date to ensure DGS' infrastructure is continuously enhanced and current for planning of the overall organizational IT Strategy and to be compliant with the Cal-Secure Strategic plan for network security.
10%	Provides expert advisory level tiered support on the most critical/complex network incidents for the physical and cloud network infrastructure by diagnosing and analyzing the network environment in order to provide continuous uninterrupted and secure operation of applications to ensure the performance of the network systems for the department utilizing network monitoring and troubleshooting utilities. This function allows read access to all audit logs, internal risk assessments, and systems with data classified as Federal Tax Information, regulated by U.S. Internal Revenue Service (IRS) Publication (Pub) 1075, Individually Identifiable Health Information (IIHI, aka PHI), regulated by California Information Practices Act of 1977 (Civil Code 1798 et seq.) and U.S. Health Insurance Portability and Accountability Act (HIPAA), Notice-Triggering Personally Identifiable Information (PII), protected by Civil Code 1798.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Leads independent research and studies, attend job-related educational workshops, trainings, and network and cloud certifications in order to maintain professional and technical knowledge of new network and cloud technologies to implement and ensure the continuous development of solutions that are maintainable, extensible, optimized, and secure.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework up to 3 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office a minimum of 2 days a week. The successful candidate must reside in California upon appointment.

Occasional travel may be required and some evening and weekend work may be necessary.

Professional working environment.

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 Current Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED