

DUTY STATEMENT

TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)

23-225

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 1/24/24	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist II		E. POSITION WORKING TITLE DevOps Engineering Solutions Architect
F. CURRENT POSITION NUMBER 695-311-1414-011		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services/ Technology Innovation Services/DevSecOps Engineering/ Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Sirisha Ibrahimpatnam, Information Technology Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY/8:00AM-5:00PM/DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Information Technology Manager I (IT Mgr I), the Information Technology Specialist II (IT Spec II) demonstrates a depth of leadership and expertise in one or more domains. The IT Spec II has significant responsibilities for technical support for the Office of Digital Services (ODS) and other business requests, including DevSecOps Consulting, Infrastructure/Configuration Management, Automation for "Build and Release" Engineering, database, and Data. The IT Spec II optimizes and applies architecture solutions for the benefit of the overall organization and plays a major role in advising management and formulating information technology strategies within the organization, with a strong focus on DevOps principles.</p>
% of time performing duties	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Site Reliability Engineering</p> <ul style="list-style-type: none"> • Work directly with development and operational teams to understand their needs, provide recommendations on infrastructure, and DevSecOps toolchain design, customer and stakeholders needs and then provide technical solutions of the same. • Drive initiatives to help introduce or improve DevSecOps capabilities that leverage productivity for scalable deployment and automated workflow capabilities. • Assist with the facilitation of continuous integration, continuous deployment, code repository, and webhooks for the development team that include ADA and Security review. • Work with the intake team to establish database automation for onboarding process. • Serve as a subject matter expert on application development teams or groups, representing the division. • Design and implement DevSecOps solutions on Azure, AWS and Google Cloud. • Monitor system performance and capacity utilization. • Control and manage security operations. <p>Configuration Management/ Agile</p> <ul style="list-style-type: none"> • Lead and oversee complex activities of the architecture team to ensure the architecture is defined, planned, developed, implemented, and maintained as defined in requirements, specifications, plans and other documents. Provide problem reports to the appropriate technical support teams as needed. • Collaborate with Development, Architecture/Engineering, and Operations at all levels to foster successful partnerships critical to the design, development, testing, and
55%	
30%	

implementation of automated/continuous delivery solutions for the ODS.

- Create and maintain deployment pipelines and infrastructure as code.
- Define code quality gates and tools to enforce at every project level in enterprise.
- Research, implement, and share best practices for configuration management, Infrastructure as Code, Policy as Code, and managing cloud/distributed systems.

10%

Intake and Delivery

- Participate in the processes of strategic planning meetings for the ODS IT efforts.
- Assist with GitHub CDT source code and account management.
- Lead and assist with special projects as assigned by the IT Mgr I.
- Advise management and formulate information technology strategy within the organization, with a strong focus on DevOps principles.
- Prepare and present thorough overviews/demos of newly developed applications, prior to implementation, to departmental staff.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Other related duties as assigned.
- Attend all staff meetings.

Work Environment Requirements

This position supports a critical infrastructure team for ODS applications that run 7X24. May need to work off hours as events require.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Spec II will receive general direction from the IT Mgr I. Supervision and direction received is general in scope and in nature depending on the particular project or assignment. This position requires the incumbent to utilize creativity and ingenuity for developing and analyzing various administrations and applications.

Actions and Consequences:

The IT Spec II should have a thorough understanding of the responsibilities and duties of this position and also a broad understanding of the mission and goals of the ODS. The IT Spec II must be reliable and exercise a high degree of initiative, originality, and must demonstrate tact and good independent judgment. Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

Personal Contacts:

The IT Spec II works closely with the staff assigned to the specific Support Sections, customers, and vendors. The IT Spec II must effectively communicate both orally and in writing and have the ability to prepare and present thorough overviews and demonstrations of various applications to customers and staff. The IT Spec II works closely with a variety of staff at all levels within the California Department of Technology (CDT), customer departments, and hardware and software vendors. The IT Spec II must be able to effectively communicate and to fulfill the training needs of staff on new applications and methods.

Administrative and Supervisory Responsibilities:(Indicate "None" if this is a non-supervisory position.)
None.

Supervision Exercised:

None. This level does not supervise but may lead. The IT Spec II has defined responsibility and authority for decision making related to projects or in an advisory function.

Other Information

Desirable Qualifications: (List in order of importance.)

- Experience modelling and baselining site reliability configuration items.
- Experience implementing High availability for cloud applications and data.
- Experience implementing Database backup and restore in highly scalable infrastructure.
- Experience in Database replications across regions and on multi-cloud.
- Experience in Databases like MySQL, MS SQL, etc.
- Experience with network administration.
- Ability to maintain system logs, hardware/software licenses, and agreements.
- Experience with Logging and Monitoring (e.g., Azure monitor, Splunk, Kibana, Monitis, Cloudwatch, New Relic, Datadog, etc.)
- Excellent communication and customer service skills are essential.
- Ability to use a wide variety of open-source technologies and tools.
- Strong grasp of automation tools.
- Knowledge of both Windows and Linux Administration.
- Strong analytical skills to use data for the benefit of the product and service.
- Strong time management skills in order to meet product/project timelines.
- Demonstrated strong problem-solving skills to reach a solution in an organized manner.
- Experience in infrastructure automation/Configuration Management, including but not limited to: Ansible, CloudFormation, PowerShell, Terraform, and Azure Resource Manager.
- Strong understanding of cloud computing concepts to design, implement, and manage cloud-based solutions.
- In-depth understanding of how security impacts the final product or service and each stage of the development process, as well as how to implement it.
- Clear understanding of business and technology dependencies.
- Ability to work with cross-functional teams to assist in delivering products in a timely manner.
- Ability to work in a fast-paced environment and meet deadlines.
- Ability to adapt to change within the organization and have general knowledge of the CDT quality culture, core values, vision and mission.
- Experience working with agile development teams in continuous integration / continuous release cycles model such as AzureDevOps, and Jira to maximize efficiency.
- Ability to effectively communicate and influence people and teams for increased collaboration.
- Has the 'Big Picture' mindset.
- Bachelor's degree from an accredited college or university in Computer Science, Information Technology, or a closely related field is desired, or equivalent professional experience.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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