

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 07/16/24
Classification: IT Specialist I	Position #: 673-860-1402-014
Division/Office: OIS	CBID: R01
Section: Enterprise Systems Unit	
Supervisor Name: Vacant / Michael Bland	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

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 0

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

FOR LEADPERSONS OR TEAM LEADERS ONLY: 0

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies 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 Enterprise Systems Management Section (ESMS) has responsibility for architecting and supporting the enterprise applications used to support all of CARB's most complex information systems and web-based business applications. These mission-critical systems support air quality data, scientific modeling of air quality, and meteorological data to assess the extent of the State's air quality problems, as well as register and track the performance of regulated parties whose businesses affect air quality. The systems are utilized extensively to disseminate critical program information to staff, districts, researchers, and stakeholders worldwide. The ESM Section's responsibilities include the analysis of the complex technical requirements, the development of complex technical architectures and specifications, the integration of database systems with custom and commercial web-based applications, the administration and maintenance of both physical and logical servers, cloud platform-as-a-service, administration of services and support received from the State's data centers, and advanced open-source server administration.

The Enterprise Systems Unit (ESU) has the responsibility of developing, implementing, and maintaining many of CARB's most important and complex web-based and cloud-hosted business applications. ESU provides maintenance, support, and system administration for servers and databases supporting these business applications along with the administration of the Cloud PaaS tenant. ESU provides services for all front-end and back-end components associated with the visible parts of the web application including HTTP, PHP, Java, SQL query, database management, and certificates along with the configuration of the application delivery controller.

CONCEPT OF POSITION:

Under direction of the IT Manager I (ITM I) the IT Specialist I (ITS I) will provide technical leadership and expertise to support the development of web-based business applications and the full-stack development of the CARB web-based applications along with the tenant administration of the CARB Acquia PaaS. Linux Server design and administration.

The ITS I is a lead role for the technology and conducts business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customer's expectations. The ITS I is responsible for individual decisions and actions while working on systems using best practices and innovative technologies. When handling confidential personnel and/or business data, the ITS I must maintain confidentiality and ensure the CARB web applications are

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highly available and the CARB websites comply with AB 434 and guidelines from the California Department of Technology (CDT).

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>
30% E	<p>Lead the installation, configuration, and maintenance of Red Hat Enterprise Linux (RHEL) servers. Oversee and perform system updates, patches, and regular maintenance to ensure optimal performance and security. Monitor and analyze system performance, and proactively resolve issues.</p> <p>Develop and maintain automation scripts and use configuration management tools to streamline administration tasks. Monitor virtualization platforms and ensure efficient resource utilization. Provide expert-level support for Linux Web Servers and MySQL database servers. Perform on-going maintenance, performance tuning, capacity planning and management for MySQL Server environments. Administer and configure Apache, Tomcat, and various other application platforms.</p>

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<p>30% E</p>	<p>Provide technical leadership and expertise to support the development of web-based business applications and the full-stack development of CARB web-based applications along with the tenant administration of the CARB Acquia PaaS and Accellion/Kiteworks PaaS.</p>
<p>20% E</p>	<p>Create and maintain detailed system documentation, including configurations, procedures, and change management logs. Translates business requirements into design documents such as context diagrams, logical diagrams, use cases, data flow diagrams or other business analysis documents. Documents technical project issues, technical risks, and mitigation strategies. Writes status reports and provides interim updates upon management request. Participates in system appraisals and feasibility studies and supports associated procurements by writing statements of work.</p>
<p>10% E</p>	<p>Meets with customers and provides solutions to meet program business needs through technology. Strives to maintain and increase CARB's reputation and technical competence as the world leader in Air Quality Management. Attending the architecture board, DevOps, and Web Governance meetings. Design, develop, and evaluate prototype applications and procedures to demonstrate new technology. Engage with business units and program staff to create product roadmaps, keep them aware of emerging needs, and escalate technical issues. Report to the supervisor on the status of projects.</p>
<p>10% M</p>	<p>Research emerging information technology and evaluate its applicability and feasibility for agency use. Ensure the non-functional requirements for assigned areas are revised quarterly. Researches and presents new technologies and methods to accomplish Program's objectives. Increases OIS' productivity and efficiency through process improvement, applying new development tools and methods, developing reusable code, and sharing improvement ideas with the team and management. Conduct workshops, and present to division staff and other audiences to communicate the impact of new technologies or procedures, work with the annual budget and procurement cycles to ensure support contracts and product renewals are processed in a timely manner, and other duties as assigned.</p>