

POSITION STATEMENT

1. POSITION INFORMATION									
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:								
IT Specialist II	Senior Enterprise Cloud Specialist								
NAME OF INCUMBENT:	POSITION NUMBER:								
	280-353-1414-976								
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:								
Enterprise Infrastructure Services / Enterprise Cloud Services Group									
DIVISION:	SUPERVISOR'S CLASSIFICATION:								
Infrastructure Service Division	IT Manager I								
BRANCH:	REVISION DATE:								
Information Technology Branch									
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours									
2. REQUIREMENTS OF POSITION									
<p>Check all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> Call Center/Counter Environment</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations</td> <td style="vertical-align: top; padding: 2px;"><input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Requires DMV Pull Notice</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input checked="" type="checkbox"/> Travel May be Required</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Call Center/Counter Environment	<input checked="" type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)	<input checked="" type="checkbox"/> Travel May be Required	<input type="checkbox"/> Other (<i>specify below in Description</i>)
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<p>Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)</p>									
May be required to move certain equipment. Some travel may be required									
3. DUTIES AND RESPONSIBILITIES OF POSITION									
<p>Summary Statement: (Briefly describe the position's organizational setting and major functions)</p>									
<p>Under general direction, the incumbent works as an Architect in EDD's Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.</p> <p>The incumbent contributes toward the growth of the Information Technology Branch (ITB) into a customer-focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.</p> <p>The incumbent acts as an Architect on systems software/hardware projects, and/or on information systems.</p>									

Percentage of Duties	Essential Functions
35%	<p>Incumbent performs Architect level technical tasks in engineering and support of the ISD lines of business, and serves as a system lead to other architects.</p> <p>Demonstrates mastery of technical level knowledge and provides leadership and mentoring in the area of cloud technology. Experienced in cloud deployment automation with tools such as Terraform, Ansible, Chef etc. Mentors leads in migrating workloads from on-premise into Public Cloud, or between Public Clouds.</p> <p>Demonstrates mastery of technical knowledge in AWS and Azure for a hybrid cloud model. Demonstrates mastery of technical level knowledge and provides leadership and mentoring in the area of VMware vSphere, Microsoft Hyper V, Red Hat Kernel-based Virtual Machines (KVM), VCenter, Virtual Storage Area Network (VSAN), vRealize Operations (VROPS) and APP volumes. Mentors leads in designing modern application integration architectures, including development products, implementation architectures, functional specifications, application testing, and production migration for the department's business applications at both EDD and the Office of Technology Services (OTech) data centers. Works with management and technical experts in all IT disciplines to be fully informed of the features and applied usage of EDD's hosting environments. Demonstrates mastery of technical knowledge in the area of complex problem resolution on the department's application hosting environments. Ensures resolved problems are documented in order to resolve similar future issues quickly and efficiently.</p>
35%	<p>Develops, maintains, and improves all infrastructure documentation systems and standard operating procedures to ensure technical systems standards are maintained at the highest functionality. Provides consultation and technical leadership to project teams in Kubernetes, Logging tools such as Elastic and Splunk and scripting in PowerShell or Bash. Responds to escalated Enterprise break/fix server, load balancers, networking devices, web applications, databases, access control lists (ACLs), Stateful firewalls, virtual private network (VPN) and server management tools. Acts as a team lead/architect for department projects. Architects and supports the evaluation and testing of hardware and software for the server/client infrastructure. Architects and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.</p>
10%	<p>Architects and supports Agency server\client infrastructure refresh and technology enhancements throughout the state. Serves as the lead for Storage Area Network (SAN) and backup design, configuration, testing, implementation and support. Oversees SAN and backup ongoing daily operations for the software-defined data center (SDDC) environment. Performs more complex storage and backup troubleshooting for SDDC environment. Develops storage and backup capacity planning and analysis for SDDC environment. Manages, plans and reports storage and backup growth trends for SDDC environment. Monitors and maintains the health and performance of the SAN and backup infrastructure for SDDC environment. Troubleshoots and resolves more complex SAN and backup hardware and software issues and problems for SDDC environment. Conducts enterprise technical evaluation</p>

10%	<p>and testing of new hardware and software for storage platforms, SAN infrastructures and data protection solutions. Demonstrates mastery of technical knowledge and provides leadership for all cloud services related projects.</p> <p>Performs Architect level technical review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to. Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual (SIMM), the State Administrative Manual (SAM), and EDD ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve the more complex internal and external audit findings. Documents completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors expectation.</p>
Percentage of Duties	Marginal Functions
5%	<p>Invests in personal development through continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.</p>
5%	<p>Performs other duties as assigned.</p>
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment:	
<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers:	
<input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION EXERCISED:	
<i>(List total per each classification of staff)</i>	
<i>May serve as lead and mentor.</i>	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	

Civil Service Classification
IT Specialist II

Position Number
280-353-1414-976

Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Unit (CPU) Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	YS	9/22/2024
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		
List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file