

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <a href="#">Azure Administrator</a>	
		Division and/or Subdivision <a href="#">Information Technology Services</a>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <a href="#">West Sacramento</a>	
		Class Title of Position <a href="#">Information Technology Specialist II</a>	
		Position Number <a href="#">541-021-1414-006</a>	
		Effective Date <a href="#">December 2023</a>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p><a href="#">Under general direction of the Information Technology (IT) Manager I – Chief Information Security Officer, and working closely with the IT Manager II Operations Manager, the incumbent will perform a wide variety of tasks requiring innovative problem solving within broadly stated and non-specific guidelines. The scope typically includes multiple business areas, and involves planning, developing, and implementing technology solutions that are essential to the mission of the overall organization, or affecting large numbers of people on a long-term or continuous basis. Incumbents will work in the System Engineering domain. Duties include, but are not limited to:</a></p> <p><a href="#">*Act as administrator of enterprise Azure, Microsoft 365 (M365) environment and Infrastructure As Code (IAC), Active Directory Federation Services, Azure infrastructure, Azure Active Directory Connect, Azure Web Application Proxy, network shares, New Technology File System permissions, and manipulates objects both via the graphical user interface or the Microsoft Powershell interface. *Build and maintain IAC scripts and architecture; automate resource deployments and maintenance using IAC, Azure Dev Ops and other tools. *Provide administration and maintenance of the California Department of Forestry and Fire Protection (CAL FIRE) VMWare and vCenter virtual server infrastructure utilizing high availability, load balancing system and the Microsoft Server platform hosted by the VMWare servers.</a></p>		
20%	<p><a href="#">*Engineer and design Azure environment to include M365, IAC, Exchange, in addition to modifications of servers and Active Directory objects, server replacements or expansions to server hardware and software components. *Support the department external websites in Azure to include load balancer, web application proxy, application gateway. *Identify, track and resolve Windows server, VMWare, and Microsoft and Active Directory on premises and in the Azure Cloud, and Office 365 issues and problems. *Support Certificate Services on production and development systems. *Support Microsoft Identity Management infrastructure, development and test environment to include containers. *Develop procedures to ensure the successful backup and recovery of servers and critical data. *Organize and prioritize technical workload for subordinate staff and team.</a></p> <p><a href="#">*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</a></p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <a href="#">See page 2.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
<b>Personnel use only</b>		<input type="checkbox"/> Posted to Directory	
		<input type="text"/> Initials and date	

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

- 15%      \*Act as administrator for Microsoft Windows Server, Active Directory, data backup, Disaster Recovery, Dynamic Host Configuration Protocol, Domain Name Service, VMWare Virtual Server, Microsoft Remote Desktop Services, Microsoft System Center Configuration Manager, Group Policy Object configuration, Distributed File Service Replication administration, and onboarding various security plans including Microsoft Defender Advanced Threat Protection.
- 10%      \*Function as team project lead on several technology projects related to command and control applications as well as other technology projects. \*Work independently to complete assigned tasks. \*Coordinate closely with other team members to ensure cohesiveness of project deliverables. \*Perform network wired and wireless and security configurations, additions, and revisions. \*Support Microsoft Intune Mobile Device Management System.
- 5%      \*Act as a lead to lower-level IT staff. \*Lead architectural meetings, technical projects, and perform analysis to include providing consultation to program areas. \*Present to leadership and translate technical information in a manner that is understandable by non-technical personnel and stakeholders.
- 5%      Perform other job-related duties as assigned.

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Job qualifications and/or conditions of employment: **Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Travel (25%) may be required with possible overnight stays. Required to perform periodic off hours support in duty officer capacity including 24/7 emergency responses.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory		Initials and Date	