

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	<i>Access and Identity Management Engineer</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-353-1414-040
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Security Operations/Access and Identity Management	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Infrastructure Service Division	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology Branch	
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <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> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Some travel may be required. May be required to move certain equipment.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<b>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</b>  <input type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
Under general direction, the incumbent works as an Architect in the 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 the EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.	
The incumbent contributes toward the growth of the Information Technology Branch 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.	

The incumbent acts as an Architect on systems software/hardware projects, and/or on information systems.	
Percentage of Duties	Essential Functions
45%	<p>Performs more complex technical tasks in engineering and in support of the Infrastructure Support Division's lines of business, and serves as system lead on a rotating basis with other architects.</p> <ul style="list-style-type: none"> <li>• Serves as one of the leads of the email implementation team, conducting mail delivery system research, testing the collaboration environment, installing and configuration of applications, status communication and managing and integrating with environments.</li> <li>• Manages applications, upgrades, third-party application software, and application security, including detection and prevention of account phishing, web application security issues, host access control and packet filtering.</li> <li>• Integrates and/or provides required controls.</li> <li>• Integrates and/or provides Active Directory and Identity Management Services including Authentication/Authorization, Name Resolution, ADFS, Domains/Trusts, Sites/Services, DHCP.</li> <li>• Team leads/architects/mentors to integrate Enterprise email/Collaboration, eDiscovery, Security and Identity Services requirements for performance, stability, supportability and high availability.</li> <li>• Produces documentation and creates operational guides on collaboration and other applications established for the Enterprise.</li> <li>• Configures and reports application monitoring and statistics.</li> </ul>
45%	<p>Responds to more complex escalated Enterprise break/fix server and client problems by investigating and troubleshooting to resolve issues and close with Root Cause Analysis. Serves as team lead/architect/mentor for department projects. Architects and supports the evaluation and testing of hardware and software for the server/client infrastructure and systems. Architects, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state. Provides technical review and analysis to ensure all applicable enterprise infrastructure policies and standards are adhered to. Ensure information systems are compliant with all department, state, and federal information technology and security requirements.</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 the EDD.</p>
5%	<p>Performs other duties as assigned.</p>
<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%



**Civil Service Classification****Position Number**

- 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