

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Systems Engineer Server Azure/M365	
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.		Division and/or Subdivision Information Technology Services	
		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Specialist I	
		Position Number 541-021-1402-023	
		Effective Date August 2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Information Technology Manager II, the Information Technology Specialist I (ITS I) work as the Systems Engineer on Azure and Microsoft Office 365 (M365) environment for the California Department of Forestry and Fire Protection (CAL FIRE). Duties include, but are not limited to: *Administrator of Microsoft 365 (M365), Azure infrastructure/ Active Directory Federated System (ADFS)/Azure Active Directory (AD) Connect, Azure Web Application Proxy, network shares, New Technology File System (NTFS) permissions, and manipulates objects both via the Graphical User Interface (GUI) or the Microsoft PowerShell interface. Acts as the CAL FIRE backup administrator. *Provides administration and maintenance of the CAL FIRE Virtual Machine (VM)Ware and vCenter virtual server infrastructure utilizing high availability, load balancing system and the Microsoft Server platform hosted by the VMWare servers.		
35%	*Engineer and design within the entire Azure environment and domain to include Cloud DevOps in M365, including but not limited to Pipelines, Boards, Artifacts, Repos and Test Plans. Perform modifications of servers and Active Directory (AD) objects, server replacements or expansions to server hardware and software components. *Supports the department external websites in public cloud to include load balancer, web application proxy, application gateway. *Identifies, tracks, and resolves Windows server, VMWare, and Microsoft and Active Directory on premises and in the Azure Cloud, and Office 365 issues and problems. *Supports Certificate Services. *Supports Microsoft Identity Management infrastructure. *Develops system procedures for backup and recovery of servers and user data.		
*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.			
Equal Employment Opportunity (EEO) Statement: 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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory _____			
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.

20%

*Administrator for Microsoft Windows Server, Active Directory, data backup, Disaster Recovery, Dynamic Host Configuration Protocol (DHCP), Domain Name Service (DNS), VMWare Virtual Server, Microsoft Remote Desktop Services, Microsoft System Center Configuration Manager, Group Policy Object (GPO) configuration, Distribute File System (DFS) maintenance/administration and onboarding various security plans including Microsoft Defender Advanced Threat Protection.

5%

Performs other job-related duties as required.

Desirable Qualifications:

- Deep Knowledge of Public Cloud(s).
- Deep Knowledge of the Microsoft Server.
- Knowledge of workstation environments.

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Job qualifications and/or conditions of employment: **Hardware repair requires occasional lifting of computers and printers which should not exceed 40 pounds. Requires up to 5% statewide travel, with occasional overnight stay.**

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date