

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 626 - 1402 - 004
DIVISION/UNIT Enterprise IT Governance/ Enterprise Architecture	CLASS TITLE Information Technology Specialist I
INCUMBENT NAME Vacant	WORKING TITLE Enterprise Architect

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the Enterprise Architecture Manager, the Enterprise Architect acts as the project leader on the planning, development, implementation, and maintenance of CalSTRS architectures. The Enterprise Architect partners with business and IT teams to understand business needs and the current technology landscape in order to develop architectures where IT supports the achievement of business goals. The Enterprise Architect develops and evolves artifacts such as reference models, standards, processes, architectural assessments and roadmaps. The duties the Enterprise Architect performs require regular innovative problem-solving within broadly stated and non-specific guidelines.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
-----------------------------	--

ESSENTIAL FUNCTIONS	
35%	Research and evaluate new technologies and make recommendations for continual improvements in IT efficiency and effective use of technology resources. Conduct market research by gathering information from different resources, meeting with vendors, and then producing written analysis. Create architectural assessments by researching, analyzing, and distilling information from multiple sources and perspectives. Stay abreast of CalSTRS’ business strategies and long-range plans and recommends solutions to accomplish the objectives. The incumbent will be a liaison with the business to understand their business processes so analysis can be done to meet the business needs through technology and processes. Develop, document, and promote principles, policies, standards, and guidelines. Ensure compliance with policies and standards.
35%	Process and track customer request for architectural services. Work with business and technology teams to identify optimal solutions to meet business goals. Elicits high-level requirements and desired business outcomes from customers and stakeholders to develop business cases. Communicate status updates to stakeholders. Provide and coordinate architectural assessments. Work with subject matter experts to complete a thorough impact analysis. Coordinate and facilitate architectural review team. Update architecture models as a result of requests being approved. Maintain data within Enterprise Architecture repository and generates reports from the repository. Document processes and determine ways to improve process efficiency.
25%	Document and validate current and future architectures from the business, information, application, and infrastructure viewpoints, in order to facilitate the design and deployment of technology solutions across the organization. Develop and maintain business, data, service, and technology models. Translate the models into various formats that can be used to communicate with all levels of stakeholders. Promote, document, and publish corporate modeling standards and procedures. Develop and manage architecture roadmaps and work with stakeholders to guide implementation. Develop current, target, and future transition architectures. Produce gap analysis, formulate strategic approach of implementation, identify projects to achieve the target architecture, and sequence those projects.
MARGINAL FUNCTIONS	
5%	Evangelize, publish, and communicate the Enterprise Architecture program through a variety of mediums, such as presentations, intranet postings and internal newsletters. Participate in regular architecture planning, review, governance, and project evaluation meetings.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility

- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Planning and Organizing
- Professional and Personal Development
- Technical/Professional Knowledge and Skills
- Thoroughness

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED