CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Information Technology Specialist III	D20/PBMD/Enterprise Portfolio Serv/Info Systems Architecture	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Enterprise Architect	900-170-1415-xxx	09/01/2021

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:
Under the administrative direction of the Information Technology Manager II (ITM II), Enterprise Portfolio Services, within the Project and Business Management Division (PBMD), the IT Specialist III serves as a Senior Enterprise Architect in the Enterprise Systems Architecture section. The ITS III is a horizontal role demonstrating strategic technical leadership, influence, and expertise to support and deliver sustainable business and technical value to Caltrans. The incumbent is an expert level advisor and is a critical part of the Enterprise Portfolio Services team, leading architecture strategy, planning, and governance efforts. Incumbents develop the enterprise information technology architecture direction of the organization and advise management and executive level staff on governance and policy that support forward movement and long-term sustainment. The IT Specialist III will review both conceptual and detail technical system and application design documents. The IT Specialist III will also be responsible for making recommendations related to platforms, software, and connectivity. Recommendations may be made both orally and in writing to peers, internal customers, external control entities (e.g., California Department of Technology, California State Transportation Agency, and California Transportation Commission), external customers (e.g., contractors, system integrators, etc.), IT Governance (e.g., IT executives, enterprise architecture committee, etc.), other IT Divisions, and department executives depending on the context of the situation. The IT Specialist III is responsible for the creation, maintenance, communication, and management of architecture documentation, architectural models, implementation patterns, service design artifacts, policies, procedures and guidelines. The incumbent is also required to interpret, use, and apply information contained within the IT Architecture program to inform a range of business improvement activities, particularly those involved in the design, development, enhancement, operation and maintenance of IT business systems.

This position represents the highest level of expertise available in state service working to architect and implement the systems and services of the System Engineering and Software Engineering domains. The position's duties and activities are performed primarily within the System Engineering technical domain. The position provides enterprise architecture direction and guidance for the Department's most sensitive and complex information technology projects and systems, as well as management and oversight for the Enterprise Architecture Committee. Incumbent must adhere to all Information Technology and Project Management governance policies and standards as set by the Division Chief, Chief Information Officer, Chief Technology Officer, Chief Information Security Officer, State Administrative Manual (SAM) and State Information Management Manual (SIMM).

DOMAIN(S):
System Engineering
Software Engineering

CORE COMPETENCIES:
As an Information Technology Specialist III, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency - Innovation)

- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Integrity)

- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Engagement, Innovation)

- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)

- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Equity, Integrity)

- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Engagement, Integrity)

- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency - Innovation)

- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
45% E	Serve as a Senior Enterprise Architect for Enterprise Architecture governance operations. ► Provide expert level IT architectural expertise to safeguard the reliability, availability, and performance aspects of the systems. This includes providing recommendations on conceptual, logical, or physical plans, design, methodologies, technical capabilities, and components. ► Consult with or advise clients on information systems planning and approval, solicitation documents, system development, and coordination of IT issues. This consists of system analysis, design, installation, construction, operation, and maintenance. ► Review project specific designs for alignment with reference architectures and implementation patterns and technological alignment with available, or evolving, IT knowledge, skills, and abilities. ► Pursue IT reference architectures and patterns to help identify the gaps in business and technical capabilities. ► Keep abreast of current and planned department concepts, intakes, and projects to propose complementary capabilities, emerging technology, and skill needs. ► Minimize gaps between business program needs, IT capabilities, and solution design to optimize/ improve business results while maximizing IT resource efficiency. ► Maximize usage of reference architectures and patterns to better utilize constrained IT resources. ► Facilitate yearly hardware and software catalog review and weekly exception voting. ► Lead the Enterprise Architecture Committee meetings by creating the agenda, facilitating the meeting, and ensuring meeting outcomes and decisions are documented. ► Consult and mentor project managers, business analysts, and developers when preparing material for Enterprise Architecture Committee consultation or review. ► Represent the Enterprise Architecture Committee decisions at other governance bodies. ► Participate on other governance bodies including, but not limited to, portfolio governance and data governance.
30% E	Serve as a Senior Enterprise Architect for Enterprise Architecture governance planning. ► Understand the Caltrans' and IT Strategic Plans including mission, vision, and goals to properly consult with customers on alignment opportunities and benefits. ► Assess and analyze the current technical environments as they relate to business objectives and assess architectural domain current state and develop a future state of business, data/information, application, and technology architectures. Consider through all of these architectural domains the security, knowledge, skills, and abilities required to implement and sustain the resulting solutions. ► Broad knowledge of information technology disciplines and concepts including network, system, integration, application, data, geospatial, data warehouse, business intelligence, and analytics to be utilized in the development of reference architectures and implementation patterns. ► Develop, in partnership with IT domains and disciplines, reference architectures and implementation patterns to provide easy to follow direction and guidance to IT management, projects, and business programs. ► Participate in complex technical strategic planning activities for the department and is expected to understand and present both long and short-term perspectives both orally and in writing.

20%	E	Provide oversight of Caltrans EA Governance policies and practices to ensure department-wide adherence to EA governance processes and standards. Perform EA Governance activities including: developing and documenting EA governance processes for hardware and software exceptions, concept, intake, alternative analysis, and design reviews. Formulate and recommend governance policies, practices, processes, and procedures; and perform governance reviews and audits. Provide expertise and input in strategic and tactical planning activities associated with promoting IT direction. Review proposed Project Approval Lifecycle documents, budget change proposals, project proposals, logical and physical architectures, and other IT-related proposals and provide analysis to IT management. Build cooperative relationships with the Caltrans' IT Divisions to encourage partnership in the evaluations and development of technology-related governance including Geospatial Information Systems with the Division of Research, Innovation, & System Information (DRISI) and data governance with Enterprise Data and Geospatial Governance.
5%	M	Communication & Other Related Duties Develops and maintains effective communication and working relationships with Caltrans CIO, IT Division Chiefs, department executive management, state agencies, vendors and business stakeholders. Represents the section and Caltrans IT at various meetings and conferences.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Acts as a team lead directing the most critical/complex enterprise architecture analysis and project efforts. Guide Enterprise Architecture Committee through project rationalization, project architectural analysis, IT hardware/software standard development, and IT hardware/software exceptions.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must possess knowledge of the organization and functions of California State Government including the organization, principles, practices, and policies; the ability to balance concurrent assignments and complete assignments on time and at a level commensurate with the position classification; the ability to plan, organize, and lead the work of multi-disciplinary professionals; the ability to analyze and formulate enterprise architecture governance policies, enterprise architecture reference architectures and implementation patterns, procedures, and practices; and knowledge of the management of large and complex technology projects and project portfolios. Ability to interface with business, technical, and policy-administrators personnel and management. Ability to plan, organize, and to provide oversight and leadership to the work of multi-disciplinary professional staff. Must possess a high level of project management expertise. Must have extensive experience with and in-depth knowledge of best-practice enterprise architecture frameworks, standards, and practices, as well as experience in information technology concepts, practices, methods, and principles. Ability to quickly and accurately understand the business needs, programs, and goals of the Department. Strong technical knowledge across all IT architectural domains. Strong communication, leadership, interpersonal, and problem solving skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for extensive knowledge of enterprise architecture governance policy, standards, processes and procedures, and working with business programs and IT colleagues to define enterprise architecture governance policies, reference architectures and implementation patterns, procedures, and practices. The incumbent must exercise good judgment, analyze problems, and take appropriate action. Bad judgment and/or decisions will have a negative impact on the Department's ability to process critical decision-support information and therefore the ability to deliver its transportation mission.

PUBLIC AND INTERNAL CONTACTS
The incumbent will interact with IT executive leadership, staff of other State Agencies including State Control Agencies, staff from local governmental agencies and staff working in the private sector to coordinate and respond to inquiries related to Division operations. In performing the responsibilities of this position, the incumbent may have contact with other departments, governmental agencies, or private companies concerning information technology and business management best practices. Must develop and maintain strong working relationships with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent may be required to sit for prolonged periods of time using a keyboard, monitor, mouse, and telephone. The incumbent must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; consider and respond appropriately to the needs, feelings, and capabilities of others; be tactful and treat others with respect. In addition, the incumbent must have the ability to multi-task, adapt quickly to changing priorities, and perform completed staff work or tasks and projects with short notice.

WORK ENVIRONMENT

The incumbent will perform work indoors in a climate-controlled environment under artificial lighting with a personal computer. The incumbent may also be required to work in a teleworking environment meeting department teleworking requirements.

The incumbent must carry a cell phone and respond to calls after hours to lead multi-disciplinary IT professionals team(s) in organizing, analyzing, troubleshooting and resolving IT and enterprise architecture related matters.

The incumbent must have the ability to travel to various offices and locations throughout the State of California, if needed. If the incumbent has a Class C driver's license and utilizes their personal vehicle, they may be reimbursed for travel expenses. When available, a State vehicle will be provided.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE