

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Information Technology Specialist III	OFFICE/BRANCH/SECTION ADSD/Enterprise Operations Services Branch	
WORKING TITLE Product Architect	POSITION NUMBER 900-170-1415-924	REVISION DATE 09/26/2022

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 general direction of the Section Manager (ITM II), the Product Architect, Information Technology Specialist (ITS) III, is responsible for performing the activities required to discover concepts and theories for enterprise architecture. Assignments require an advanced level of organizational understanding to bridge the strategic intent and practical technical application. In addition, advise management on formulating IT strategy, policy, and governance for CalTrans's current and emerging IT application portfolio.

The Product Architect acts as a technical manager and solution/application architect. The Product Architect is responsible for defining, developing, designing, document, coordinating, and integrating the products managed within the Division. The IT Specialist III possesses a wide and deep practical technical knowledge base, which includes emerging "cutting-edge" technologies. The IT Specialist III is recognized as an industry expert in their area of specialization, exhibits a mastery level of team leadership qualities, and plays a major part in formulating technological strategy and policy. The ITS III has extensive decision-making authority and directs the most critical/complex projects.

The IT Specialist III performs within the Technology Project Management and Software Engineering domains and duties related to the architecture, development, integration, operation, and maintenance of infrastructure and software systems including user research, user-centric design, development or configuration, testing, and implementation.

DOMAINS

Information Technology Project Management
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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Engagement, Innovation, Integrity)

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- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Engagement, Integrity, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹

Job Description

35% E Architecture and Technical Lead

Provides expertise and guidance for the design and implementation of the department's systems and technology. Evaluates and recommends new and emerging technologies needed to achieve operational objectives. Provides strategic and technical leadership, influence and expertise to drive continuous improvement of CalTrans technology.

Performs architectural analysis of existing systems, proposed architectural solutions, and architectural requirements, as well as dependencies of proposed system changes. Identify opportunities for technology efficiencies, consolidation, reuse and retirement of obsolete technology. Leads the review and analysis of technical and architectural deliverables, work products, technical analysis, and design documents.

Provides overall architectural guidance, technical project management and coordination, planning, and direction to ensure that the unique product and technology domains stay aligned throughout the project life cycle. Assess and monitor vendor and state-staff software development projects' compliance with contract terms and technology best practices. Evaluates current IT assets and emerging technology trends to forecast and recommend future technology acquisitions.

Provides architectural design/framework for the product. Provide mastery level technical advisory role to the team. Identify and design integration endpoints between the new and existing systems. Responsible for defining, developing, designing, document, coordinating, maintaining, and integrating the products managed within the Division.

25% E Project and Relationship Management

Provides project management leadership and coordination to departmental digital transformation projects and activities. Guides the development of plans and artifacts to obtain internal and external project approval. Controls allocated budgeted funds and staff resources to carry out projects, and responsible for resource management and resource conflict resolution for assigned projects. Provides resource oversight to ensure projects are accomplished on schedule and within budget to the specification of business users. Ensures the required process for project is supported and provides associated documents and approvals. Ensures compliance with the complete range of System Development Life Cycle (SDLC), Change Management, Enterprise Project Management, Workflow Framework, and similar processes and tools. Participates in vendor and consultant procurement and selection process. Assists with project risk analysis and project lessons learned collection and improvements.

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20%	E	Communication and Working Relationships
		Leads the evaluation and recommendation of new technology, proposed future technology, trends, technical components, interfaces, protocols, and architectures.
		Liaison with internal and external stakeholders to manage relationships and coordinate project initiatives. Maintain effective communications with multiple management levels within the division, department, contractor representatives, State control agency administrators and State, Federal and local government entities. Effectively explain complex technology concepts and problems to departmental executive leadership and oversight agencies in layman's terms. Advise management on the formulation of IT strategy, policy, and governance in support of enterprise architectural objectives and technology modernization. Effectively integrate updated specifications and requirements into systems' architecture.
15%	E	Knowledge Management and Skill Development
		Continuously demonstrate a commitment to professional development for self and team. Assess training needs related to the application of technology. Train other team members on new enhancements and domain specific topics. Understand business drivers and business capabilities (Current State and Future State) and determine the corresponding enterprise system designs and change requirements to drive targeted business outcomes.
5%	M	Other Related Duties as Required
		Performs other duties as required within the specifications of the classification, including but not limited to training, research, consulting, unplanned projects and initiatives, provides leadership and expertise for establishing and maintaining standards, processes and procedures (e.g., IT hardware and software standards, system build and configuration documents, incident management, configuration management, change management, user guides, etc.) for IT operations; leverages established documentation to provide training to IT professionals and users.

¹ESSENTIAL 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

The ITS III is the technical expert over multi-functional, highly complex project teams. The ITS III does not supervise but may act as a lead to others and will be regarded as the Subject Matter Expert.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level or risk; application and implementation of information systems to meet organizational requirements; project management life-cycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards.

Ability to: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise good judgment, analyze problems, and take appropriate action. Poor decisions or

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recommendations could result in significant losses or departmental efficiencies through unnecessary delays, loss of data, equipment damage, loss of employee productivity, and user dissatisfaction.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contacts with managers and staff in Caltrans, IT managers throughout the state, private consultants, and vendor representatives concerning the needs and development of IT systems. The incumbent may initiate contacts with other departments, governmental agencies, or private companies concerning IT technology related to the performance of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for prolonged periods of time using a keyboard, monitor, mouse, and telephone. Employee 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 employee 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 an office setting, in a cubicle that is a climate-controlled environment under artificial lighting or telework. Will access a computer, may sit for extended periods of time, and attend meetings in and out of CalTrans buildings and locations. 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.

Core Work Hours: Monday - Friday 8:00am-5:00pm (some weekend or after-hours work may be required)

Incumbent may be required to carry a cell phone or attend out-of-town classes or conferences.

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

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