

**POSITION DUTY STATEMENT**

DFPI-HRO 203 (Rev. 08-21)



<b>NAME</b> Vacant	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> Information Technology Specialist III	<b>POSITION NUMBER</b> 410-113-1415-901
<b>WORKING TITLE</b> Digital Financial Assets Infrastructure Architect	<b>DIVISION/OFFICE/UNIT/SECTION</b> Information Technology Services Division
<b>BARGAINING UNIT</b>	<b>GEOGRAPHIC LOCATION</b> Sacramento or, San Francisco

**General Statement:** Under the direction of the Chief Information Officer, the Digital Financial Assets Infrastructure Architect will help to design and implement the technology infrastructure necessary to administer all aspects of the Digital Financial Assets Law (DFAL), including the immediate requirements to oversee digital financial asset kiosk operators and operations.

**Specific Assignments [Essential (E) / Marginal (M) Functions]:**

Duties include, but are not limited to, the following:

**30%** Lead in designing and implementing data-driven strategies and architectures that drive innovation within the organization specifically related to emerging and complex technologies including blockchain and related technologies to aid the oversight and understanding of blockchain systems. Oversee the development and maintenance of robust data models, ensuring data quality and security, and identifying innovative technologies and methodologies to harness the full potential of data resources. Collaborate with cross-functional teams to align data initiatives with business objectives, championing data governance, and driving transformative projects aimed at optimizing data utilization and fostering a culture of innovation. Architecting blockchain data solutions that facilitate informed decision-making, enhance operational efficiencies, and inspire breakthrough innovations across the organization.

**30%** Provides expert-level technical support for developing and managing the current and future state blockchain and complex technology architecture based upon strategic business direction. Implements enterprise changes based upon the defined future state enterprise architecture through governance processes to align business needs with Information Technology. Plans and develops a roadmap to integrate critical technology tools to support comprehensive digital financial asset oversight. Oversees optimizing and securing blockchain applications by integrating new tools and technologies.

**25%** Participates in technology and data change management efforts. Provides data solution architecture support, including analyzing program needs, schema design, and ETL design. Plans and architects systems necessary to support DFAL implementation and necessary oversight,

**POSITION DUTY STATEMENT**

including its associated technology environment, data governance, standards, policies, and services. Work in an agile development environment, adapt to changing requirements, and deliver high-quality results within required timelines.

**10%** Maintains knowledge of current blockchain and emerging technology trends, best practices, and research to define and support the Department’s vision, principles, strategies, and goals. Participates as an architect for the most complex IT-related projects. Develops tactical plans to help meet established goals and objectives, supports the Department’s priorities, and provides regular reports to upper management as required.

**5%** Performs other job-related duties as required (M)

**A. Supervision Received**

The Digital Financial Assets Infrastructure Architect reports directly to the Chief Information Officer.

**B. Supervision Exercised**

None.

**C. Administrative Responsibility**

None.

**D. Personal Contacts**

Daily contact with Department employees and other governmental agencies, including other state regulators, federal regulators, attorney general office, industry groups, national organizations, consumer advocates, and state agencies. Interacts with other programs within the Department. Frequent contact with digital asset-related companies.

**E. Actions and Consequences**

Inadequate performance of duties includes but is not limited to duties that are performed untimely, incomplete (including omitting material information), inaccurate (including errors), or in a manner lacking sound judgment or sound consideration of the consequences and risks of the recommended course of action. The consequences of failing to perform duties adequately includes potential direct and indirect economic harm to impacted persons including, but not limited to, vulnerable populations and small businesses, the Department, licensees, registrants, securities issuers, and other impacted parties, reputational harm to the Department, and potentially the Administration; and other harm to the Department such as lost time and resources for the inadequate performance and the lost time and resources to remedy the inadequate performance, both within and outside the division and the Department. Inadequate performance of duties may result in significant or critical harm.

**POSITION DUTY STATEMENT**

**G. Functional Requirements**

Work remotely and/or in an office setting in the Sacramento, San Francisco, Los Angeles, or San Diego area.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during meetings.
- Operating office equipment such as multi-line telephone console, cell phone, computer, copy machine, and fax.
- Utilizing MS Teams to connect with DFPI staff during remote working.
- Bend (neck and waist), push, pull, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing, and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving an automobile, airplane, etc.). including overnight travel inside California may be required.
- Lifting and carrying up to 25 pounds.
- Climbing stairs, kneeling, and squatting.

**H. Other Information**

The duties require the incumbent to visit companies, which requires the ability to travel as necessary.

Incumbents must possess the ability to work independently with little guidance or interaction from other staff, demonstrate leadership and the ability to work as a team and have good interpersonal skills. Incumbents must have the ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact.

Incumbent must have the ability to communicate effectively, both verbally and in writing, manage time and resources efficiently, and handle changing priorities. Incumbent must possess knowledge of state and federal financial services laws and regulations and an objective understanding of the mission of the Department.

**CONFLICT OF INTEREST**

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

**POSITION DUTY STATEMENT**

**FINGERPRINTING**

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DFPI's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee's Printed Name, Classification

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

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Supervisor Signature

Date

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Supervisor's Printed Name, Classification

**POSITION DUTY STATEMENT**

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<b>NAME</b> Vacant	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> Information Technology Specialist II	<b>POSITION NUMBER</b> 410-113-1414-901
<b>WORKING TITLE</b> Digital Financial Assets Infrastructure Specialist	<b>DIVISION/OFFICE/UNIT/SECTION</b> Information Technology Services Division
<b>BARGAINING UNIT</b>	<b>GEOGRAPHIC LOCATION</b> Sacramento, San Francisco

**General Statement:** Under the direction of the Chief Information Officer, the Digital Financial Infrastructure Specialist will be collaborating with an expert consultant to help design and implement the technology infrastructure necessary to administer all aspects of the Digital Financial Assets Law (DFAL), including the immediate requirements to oversee digital financial asset kiosk operators and operations. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**30%** Co-lead in designing and implementing data-driven strategies and architectures that drive innovation within the organization specifically related to emerging and complex technologies including blockchain and related technologies to aid the oversight and understanding of blockchain systems. Assist the Digital Financial Assets Infrastructure expert to oversee the development and maintenance of robust data models, ensuring data quality and security, and identifying innovative technologies and methodologies to harness the full potential of data resources. Collaborate with cross-functional teams to align data initiatives with business objectives, championing data governance, and driving transformative projects aimed at optimizing data utilization and fostering a culture of innovation. Assist the Digital Financial Assets expert in architecting blockchain data solutions that facilitate informed decision-making, enhance operational efficiencies, and inspire breakthrough innovations across the organization.

**30%** Provides technical support for developing and managing the current and future state blockchain and complex technology architecture based upon strategic business direction. Implements enterprise changes based upon the defined future state enterprise architecture through governance processes to align business needs with Information Technology. Plans and develops a roadmap to integrate critical technology tools to support comprehensive digital financial asset oversight. Assist the Digital Financial Assets expert to oversees optimizing and securing blockchain applications by integrating new tools and technologies.

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**POSITION DUTY STATEMENT**

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**10%** Maintains knowledge of current blockchain and emerging technology trends, best practices, and research to define and support the Department’s vision, principles, strategies, and goals. Provide support to the DFAL infrastructure expert to architect for the most complex IT-related projects. Develops tactical plans to help meet established goals and objectives, supports the Department’s priorities, and provides regular reports to upper management as required.

**5%** Performs other job-related duties as required (M)

**B. Supervision Received**

The Digital Financial Assets Specialist reports directly to the Chief Information Officer.

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

None.

**E. Personal Contacts**

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**POSITION DUTY STATEMENT**

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**POSITION DUTY STATEMENT**

DFPI-HRO 203 (Rev. 08-21) Page 4 of 4

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Employee Signature

Date

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Employee’s Printed Name, Classification

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

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Supervisor Signature

Date

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Supervisor’s Printed Name, Classification