PROPOSED

RPA NUMBER (HR USE ONLY)

20-080

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 9/17/20	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME

D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist II	E. POSITION WORKING TITLE IT Architect II
F. CURRENT POSITION NUMBER 695-516-1414-003	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Architecture	I. SUPERVISOR NAME AND CLASSIFICATION Tim Murphy, Information Technology Manager I

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) DAYS M-F, 8AM-5PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO
		DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management ☐ IT Project Management ☐ Client Services
☐ Information Security Engineering ☐ Software Engineering ☒ System Engineering

Organizational Setting and Major Functions

Under general direction of the Information Technology Manager I (IT Mgr I), the Information Technology Specialist II (IT Spec II) provides expertise and leads consultation with business and Information Technology (IT) executives on architectural design and deliverables to solve business and IT problems. The IT Spec II provides business-driven, result-oriented architectural services and deliverables. The IT Spec II strives to align California Department of Technology (CDT) services with customer needs and the California Enterprise Architecture Framework. This position works cooperatively with the IT Architect team, business representatives, specialists and subject matter experts. Services include applying business and IT strategy, concept and business case development, portfolio rationalization, blueprint/roadmap planning, project prioritization, standards establishment and governance, as well as design guidance and oversight.

The IT Spec II will conduct expert level review of design ideas, planned CDT service design, as well as proposed and approved integration of systems across the technical infrastructure. The IT Spec II will review both conceptual and detail technical systems and application design documents. The IT Spec II will also be responsible for making recommendations related to CDT services, platforms, software and connectivity. Recommendations may be made both orally and in writing to peers, clients, higher level staff, and CDT executives depending on the context of the situation. The IT Spec II is responsible for the creation, maintenance and management of IT Architecture documentation, architectural models, implementation patterns, service design artifacts, policies, procedures and guidelines. The IT Spec II 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.

Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)

45%

The IT Spec II will work cooperatively with the Architecture team, clients, specialists and subject matter experts to assess and validate technical solutions align with the CDT mission and the Office of Enterprise Architecture (OEA) Program.

- Provide expert level IT architectural expertise to safeguard the reliability and performance aspects of the systems. This includes providing recommendations on conceptual or proposed plans, design, application methodologies, technical

capabilities, performance, and components, as well as automation utilities. The IT Spec II will stay abreast of technology trends and developments.

- 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, operations and maintenance.
- Pursue IT architectural processes and procedures to help identify the complex gaps in business and technical capabilities.
- Keep abreast of current and planned CDT service delivery plans, capabilities, emerging client business and technology needs.
- Minimize gaps between client needs, capabilities and business service design to optimize/improve business results. The IT Spec II must understand the CDT mission and strategy, as well as that of the client to properly consult in these areas.
- Assess and analyze client current technical environments as they relate to architectural design and assess business processes, information, applications, technology infrastructure and their interactions. This includes interface/management coordination, sharing common functionality, standardization and resource utilization.
- Review project specific design for alignment with planned future design, available reference architectures and implementation patterns and technological alignment with the California Enterprise Architecture Framework.
- Participate in complex technical strategic planning activities for the department and is expected understand and present both long and short-term perspectives both orally and in writing.

25%

- Participate in strategic client IT project concepts, feasibility and acquisition activities to ensure proposed solutions can be supported by the technical infrastructure. Research and recommend new technical components and solutions that will need to be supported by the existing technical infrastructure.
- Provide or review alternative solutions with associated costs including but not limited to Cost/Benefit Analysis, technical design documentation and/or other deliverables.
- Adhere to IT architectural processes and the CDT business procedures and practices to help ensure CDT provides effective services.
- Provide recommendations regarding application methodologies, accepted industry practices and IT standards, design, use of automation, adjustments and substitutions.
- Analyze compliance with specifications and participate in complex IT projects. The IT Spec II will have contact with vendors to assess new technologies, contractors before, during and after project execution for purposes of understanding, oversight and completion.
- Prepare and deliver presentations to business and IT executives, specialists, technical staff, and subject matter experts on technology trends, the CDT's roadmap and related subject matter.

25%

- Provide recommendations on and/or draft various architectural design and standards, reference architectures, architectural models, implementation patterns and practices, service design, policies, procedures and guideline documentation, aligned with the CDT Strategic Plan and the Office of Enterprise Architecture Program.
- Draft various architectural design and reference materials including product standard references, reference architecture refinements, architectural models, implementation patterns, service design, policies, procedures and guideline documentation.
- Participate in documentation of strategies for service introduction, replacement and/or retirement.

- The IT Spec II will prepare and integrate the IT Architecture Program reference materials, standards and other reusable assets into program services and work products.

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

5% Record outstanding problems and report on project progress and other assignments. Attend scheduled project and client meetings. Perform other related work as needed.

Work Environment Requirements

- May be required to work occasional overtime, weekends and off shift work.
- May be required to carry a cell phone.
- May be required to travel between CDT campuses for meetings or training.

Allocation Factors (Complete each of the following factors.)

Supervision Received:
The IT Spec II is under the general direction of the IT Mgr I. The IT Spec II uses experience and knowledge to engage, plan, research, schedule and coordinate work with CDT resources, clients, contractors and suppliers.

Actions and Consequences:
The OEA strives to bridge gaps between business strategy and implementation, and to improve alignment of IT with business. Make available service delivery, business operations, resources interoperability, information sharing, and flexibility with client needs. These actions are intended to reduce business and IT risk, IT investment cost, redundancy, duplication, complexity, information silos, expedite procurement, yield predictable projects success and business results. These things are critical to the CDT mission. Failing to bridge the gaps and make improvements consequently results in the opposite of the stated intent.

Personal Contacts:
The IT Spec II works closely with business and IT executives, management personnel, other State Agencies/Department clients, contractors/vendors, system integrators, business and technology users, technicians, and software suppliers.

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)
None
Supervision Exercised:
None; however, may act as a lead on projects involving IT configurations.

Other Information
Desirable Qualifications: (List in order of importance.)

- Extensive knowledge of data processing concepts, system design and principles, technical infrastructure, industry methods, practices, standards and trends.
- Strong understanding of principal networking concepts, application development life-cycle, and related issues, principles and methodologies, as well as IT business procedures and practices.
- Strong understanding of technology stacks and open source technologies.
- Extensive knowledge of technology analysis and aligning technology to business architecture.
- Architecture modeling experience using various tools and techniques.
- Strong understanding and proven experience designing solutions using agile methodologies.
- Ability to exercise sound judgment and continually improve business-driven results. Proper judgment in problem identification, resolution, software implementation and database consultation is vital to the success of the projects

assigned to the Office of Enterprise Architecture and to the integrity of our business.

- Good verbal and written communication skills to provide effective service to clients.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
Tim Murphy		