

# Duty Statement Rank & File

**Proposed**  
(Submit to HR for  
Review)  
 **Final**

**Print or type.**  
See Specific Instructions on page 2.

A. Current Position Number <b>785-250-1414-XXX</b>	B. Probationary Period /JEP Period <b>12 months</b>	
C. Incumbent Name <b>Vacant</b>	D. Classification/Job Title <b>Information Technology Specialist II / Solutions Architect (CARS)</b>	E. Date of Hire
F. Unit, Section, Division <b>Information Technology Division</b>		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager <b>Krishna Dhulipala</b>	I. Classification/Title of Immediate Supervisor/Manager <b>ITM I – Section Chief, Software Engineering</b>	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 1	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule <b>Monday – Friday</b>	N. Work Hours <b>8:00 AM- 5:00 PM</b>	Occasional off-hours and weekends may be required
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> No

**Section II JOB DESCRIPTION**

**DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the of the Software Engineering Section Manager, Information Technology Manager I, the Information Technology Specialist II, Solutions Architect, is responsible for the architecture, design, development, implementation, and maintenance of enterprise system software projects; including support for the Cal Access Replacement System (CARS); develops the long-term technical infrastructure strategy to support current and future customer requirements; and works with external project teams on high profile projects; and is a member of the Secretary of State (SOS) Enterprise Architecture team. As a senior member of the ITD, the incumbent interacts closely with IT personnel, including the software engineering and systems engineering teams, the ISO, with product vendors and service providers and with the program departments. The Incumbent must have a high degree of knowledge and experience in the technical domains of **Software Engineering, System Engineering, Information Security Engineering** and **IT Project Management** required for this classification. Duties include, but are not limited to the following responsibilities.

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## ESSENTIAL FUNCTIONS

40%

### **Solution Architect (Software Engineering, System Engineering and Information Security Engineering Domains)**

- Serves at an expert-level with knowledge and skills in future technology, trends, technical components, interfaces, protocols and/or architectures to advise management on formulating IT strategy and industry standards.
- Builds and maintains architecture strategy for SOS and the CARS project.
- Leads multi-faceted teams (including infrastructure operations, application development, security, web and business teams) to design and deploy highly scalable and reliable cloud solutions and services in SOS cloud environment.
- Identifies the requirements and constraints of complex existing and proposed systems and proprietary software packages.
- Identifies the correct architectural model to address the customer's business objectives and provides a single point of technical vision for the CARS project.
- Defines the technical direction of the project including key business drivers, technical drivers, standard, technical objectives and constraints.
- Provides continuing education to the program area and ITD staff by presenting system architecture, including the information, application, integration and technical architectures.
- Works with application end-users to determine and document functional requirements for application software, and translates those requirements into system models using formal analytical methods.
- Analyzes the automation architecture to identify gaps and opportunities for enhanced capabilities, increased performance or streamlined maintenance, ensure the delivery of the system architecture specification.
- Analyze business impact and exposure, based on emerging security threats, vulnerabilities and risks to recommend IT solutions.
- Applies DevOps, Application automation, Process-automation disciplines utilizing enterprise solution guidelines (CI/ CD, Azure DevOps, Git tools, etc.)
- Monitors new modern technological advances in application development and information technologies.

25%

### **Project Support ( IT Project Management Domain)**

- Participate in project team meetings and development/training sessions.
- Work with business program Division and vendors on issue escalation and follow through to resolution.
- Prepares project plans, complex reports, analyses and recommendations to management for contractual and/or in-house IT projects.
- Perform project assignments including reviews of design deliverables and approaches by peer or senior staff.
- Participate in the vendor evaluation and selection process as required.

25%

**Research, Development and Troubleshooting (Software Engineering Domain)**

- Maintains a high level of knowledge on existing and emerging cloud technologies, trends and frameworks.
- Identifies, evaluates, and tests new cloud and infrastructure technologies and services in proofs of concepts, and report findings and recommendations to SOS stakeholders.
- Researches, analyzes, recommends and selects cloud technical approaches to address challenging development and integration problems with cloud environments.
- Identify problem areas and develop corrective action plans where necessary.
- Communicate with management on status of troubleshooting efforts both verbally and with detailed incident reports.
- Work with vendors on issue escalation and follow through to resolution.
- Design new technologies, architectures, and secure solutions that will support security requirements and align with strategic planning for the enterprise and its customers, business partners and vendors.

**MARGINAL FUNCTIONS**

10%

**Technical Lead (Software Engineering and System Engineering Domain)**

- Provide technical guidance, knowledge transfer and mentorship to internal engineering peers as required and lead technical staff responsibilities.
- Monitor for adherence to established practices and standards.
- Review work for completeness, accuracy and fulfillment of requirements.
- Attend vendor seminars and/or training events
- Remains current on emerging technologies and conducts independent research to support business needs and requirements.

**Section III**

**EMPLOYEE/SUPERVISOR STATEMENT**

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

**EMPLOYEE'S STATEMENT:** I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➔	EMPLOYEE SIGNATURE ➔	DATE SIGNED ➔
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**SUPERVISOR'S STATEMENT:** I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➔	SUPERVISOR SIGNATURE ➔	DATE SIGNED ➔
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