



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1415-906

ACTIVE

CURRENT
PROPOSED

Table with 4 columns: 1. DIVISION, 2. REGION OR BRANCH, 3. REPORTING UNIT NAME, 4. POSITION CITY, 5. CLASSIFICATION TITLE, 6. WORKING TITLE, 7. POSITION NUMBER, 8. PREVIOUS POSITION NUMBER, 9. CBID/BARGAINING UNIT, 10. WORK WEEK GROUP, 11. TENURE, 12. TIME BASE

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? [X] Yes [ ] No
This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests.

14. CPC ANALYST APPROVAL T. Cortez-Guardado 15. DATE APPROVED 7/6/2021

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under administrative direction of the Information Technology (IT) Manager II, the Data Architect performs activities related to discovering concepts and theories for enterprise modernization architecture. Provides strategic and technical leadership, and mastery-level expertise to drive continuous improvement of the DMV's Digital Experience Platform (DxP) and other modernization project's use of technology.

The IT Specialist III performs duties related to System Engineering and Software Engineering, including but not limited to Enterprise Architecture, Software Architecture, Software Development, Software Integration, and Product Management.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

45% Data Architecture (E)
Leads the evaluation and analysis of technical and architectural deliverables, work products, technical analysis, and design documents to bridge strategic intent and practical application across multiple domains. Provides mastery-level technical project management and coordination, planning, and direction to ensure that the unique product and technology domains stay aligned throughout the project lifecycle.

35% Enterprise Architecture Modernization (E)
Architects, designs, implements, and maintains system architecture across multiple platforms to best align technology solutions with business strategies. Analyzes and recommends new and emerging IT technologies with a focus on cloud architecture to meet enterprise objectives to align with strategic organizational goals.



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architecture, data integration, security and policy capabilities in order comply with federal/state policy, architecture requirements, security requirements, and data exchange standards. Recommends new technology, proposed future technology, trends, technical components, interfaces, protocols, and architectures to ISD management. Advises on the formulation of IT strategy, policy, and governance in support of enterprise architectural objectives and technology modernization. Evaluates current IT assets and emerging technology trends to forecast and recommend future technology acquisitions.

10%

### **Knowledge Management and Skill Development (E)**

Collaborates with other departmental experts and team members to develop and implement key strategic IT initiatives including innovation and optimization opportunities. Researches and determines enterprise system design changes and change requirements needed to drive targeted business outcomes by understanding business drivers and business capabilities (Current State and Future State). Maintains awareness and expertise of current and emerging IT trends and technologies keeping abreast of industry standards, applying new and emerging processes and procedures with an emphasis on cloud architecture.

10%

### **Project and Relationship Management (E)**

Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives. Facilitates architectural board meetings and conducts presentations and/or briefings on modernization projects to departmental executive leadership and oversight agencies. Performs other job-related duties as required.



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### 18. SUPERVISION RECEIVED

The ITS III reports directly to and operates under the general direction of the Modernization Section Manager (ITM II).

### 19. SUPERVISION EXERCISED AND STAFF NUMBERS

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

### 20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works indoors in an office setting in a cubicle. Will access a computer, sit for periods of time, and attend meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

### 21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

DMV operates 24/7. Incumbent may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out-of-town classes or conferences.

### 22. PERSONAL CONTACTS

The ITS III communicates with DMV's Executive Office, Department of Finance, California Department of Technology, and the California State Transportation Agency on project status. The ITS III maintains relationships and communicates with management, business and technical teams, vendors, internal and external stakeholders.

Communications are by phone, email, in person, and mail. Interactions may be general, confidential, sensitive or informative.