

**DUTY STATEMENT**

**PROPOSED**

**RPA 20-256**

TECH 052 (REV. 02/2018)

**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 4/23/2021	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist III		E. POSITION WORKING TITLE Windows Systems Enterprise Architect
F. CURRENT POSITION NUMBER 695-363-1402-039		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-361-1415-xxx
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION OTech Services / Platform Services / Window Services / Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Mitchell Howard, Information Technology Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MON-FRI / 8:00 AM - 5:00 PM / DAY	K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management      <input type="checkbox"/> IT Project Management      <input type="checkbox"/> Client Services</p> <p><input type="checkbox"/> Information Security Engineering      <input type="checkbox"/> Software Engineering      <input checked="" type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>Under administrative direction of the Information Technology Manager II (IT Mgr II) of the Windows Branch, the Information Technology Specialist III (IT Spec III) serves as the technical architect expert within the Windows Platform Service Area. This includes but is not limited to the Window technologies and Windows in the cloud. The IT Spec III will work to recommend, create and develop enterprise standards within these architectures to efficiently and effectively respond to changing CDT customer business needs within these technologies. The IT Spec III will work collaboratively with the Window Service Areas to ensure CDT develops cost effective solutions to meet customer's business requirements and align solutions with CDT service offerings. The ITS III will work with the Window Service Areas to develop continuous integration/continuous delivery solutions, containerization, use of open source solutions, and database optimization. The ITS III possesses extensive IT technical knowledge, which includes emerging "cutting-edge" technologies.</p> <p>The ITS III performs effectively in a fast-paced environment with changing priorities. The ITS III applies knowledge of information technology governance principles and practices to establish and maintain project priorities and applies federal, state, department, and organizational policies and industry best practices.</p>
<p>% of time performing duties <b>50%</b></p>	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p><b><u>Analytical/Technical Windows</u></b></p> <p>The IT Spec III serves as the lead technical architect and subject matter expert for all Windows IT projects and initiatives. Duties include:</p> <ul style="list-style-type: none"> <li>• Serves as the expert advisor and technical expert on infrastructure design and development frameworks for the Windows infrastructure to provide the department with robust, scalable, and secure solutions that meet customer's expectations.</li> <li>• Advises management on formulating IT strategy, policy, and governance for the Windows Services.</li> <li>• Assist in the organizational development of an Agile infrastructure development methodology and adhering to the Software Development Life Cycle.</li> <li>• Provides expert technical assistance in the development of strategic roadmaps, technical blueprints, standards and reference architectures in support of infrastructure development for the Windows technologies.</li> </ul>

% of time performing duties  
(Continued)

- Performs expert level technical tasks in the installation and support of infrastructure developed to meet business needs.
- Ensures the integration and interoperability of multiple architectural platforms and systems to build technology blueprints for current and future organizational business needs and to provide scalable architecture, solution, and design.
- Work with and give direction to vendor partners when needed.

### **Technical Advisor**

25%

- The IT Spec III advises the Windows Service Area that includes Window solutions in the cloud to the Windows IT community in applying process improvement models and methodologies, best practices, guidelines to update and align organization business outcomes.
- Provides expert consulting services to business stakeholders and other architects to understand core business processes and business priorities and provides recommendations on the planning, development, implementation and coordination of technology solutions.
- Provides collaboration with other technology teams within the CDT organization.
- Provides expert experience supporting integrations across multiple application environments.
- Acts as an expert and advisor to all Windows projects and other technical staff in regards to infrastructure needs and makes recommendations for Departmental direction.
- Provides analytical and technical review and analysis to ensure all applicable enterprise development policies and standards are in compliance. Ensures information systems are compliant with all department, state, and federal information technology and security requirements.
- Expertise is shared to mentor subordinate staff with analysis and resolution of the most complex infrastructure problems.
- Communicates resolutions to staff and appropriate customers. Ensures resolutions are documented.
- Prepares and gives presentations regarding projects as required.
- Utilizes writing and presentation skills to effectively report and present findings and deliverables as required.

20%

### **Windows Architecture Governance**

- Incorporates hardware and software standards to ensure meeting industry best practices.
- Performs IT asset analysis to evaluate and plan for future departmental needs using analytical tools and techniques per departmental policies and vendor support guidelines.
- Reviews CDT's Windows architecture design making recommendations regarding technical and operational feasibility and sustainability.
- Documents and communicates in a clear and concise manner.
- Performs research, stays abreast of new technology trends and tools; audit processes, systems, reports, and recommend best course of action.

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

5%

Effectively represents the CDT's Platform Services in meetings and engagements with other agencies and vendors. Other related business and technical duties as assigned.

### **Work Environment Requirements**

- May be required to travel frequently to various offices and locations throughout the State and surrounding areas to provide client services, attend meetings, conferences and training.
- May be required to travel via private or public transportation including overnight lodging.
- May be required to carry a mobile device and be available by phone and/or email.
- May be required to work outside of normal business hours; periodic off-shift and weekend work.
- Must maintain consistent, predictable attendance.
- Professional business attire maybe required.
- Must pass a fingerprint background criminal record check completed by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The Information Technology Specialist III receives administrative direction from Information Technology Manager II of the Windows Branch.

**Actions and Consequences:**

The IT Spec III is expected to demonstrate strategic technical leadership; act independently in their duties, and advises on major decisions that can have impact related to the Window's IT architecture. Poor recommendations and facilitation can create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide critical services to the public or satisfy a legislative mandate.

**Personal Contacts:**

The IT Spec III works closely with the departments Window's technical personnel and will have frequent contact with Department's, managers, and staff, as well as vendors to: advise, plan, implement and support advanced Windows IT initiatives. Has frequent contact with CDT executive staff, and sub organizations to CDT to ensure that state procedures are followed and that critical issues and policies are well understood and acted appropriately upon.

**Administrative and Supervisory Responsibilities** (Indicate "None" if this is a non-supervisory position.)

None

**Supervision Exercised:**

None; however, may lead a team, project, or function.

**Other Information**

**Desirable Qualifications:** (List in order of importance.)

- Knowledge of interoperability of multiple architectural platforms and systems Including but not limited to Microsoft Platforms (Windows Server, Virtual Desktop, Database, Web technologies), Azure and other cloud technologies.
- Knowledge of the development and application of technology in the business environment.
- Ability to produce technical enterprise level architectural design outputs.
- Ability to provide architecture consulting services to Agencies/Departments.
- Strong leadership skills to facilitate the development, implementation, and maintenance of enterprise technology systems and design.
- Experience in delivering presentations to senior-level executives and technical audiences.
- Excellent written skills for preparing reports and briefings.
- Ability to bridge the strategic intent and practical application across multiple domains.
- Ability to work collaboratively with multi-disciplined work groups.
- Skills with leading efforts to create technological solutions and architectures impacting critical areas of the business.
- Formal business and IT architecture training/education.
- Ability to be organized in order to meet important deadlines.
- Ability to maintain a professional decorum and treat others with respect.

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**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) Vacant	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT) Mitchell Howard	SUPERVISOR SIGNATURE	DATE
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