

**DUTY STATEMENT**

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**Employee Name:**

Classification: Information Technology Specialist II (System Engineering)	Position Number: 580-152-1414-909
Working Title: Enterprise Systems Architect	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent / Full Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: DCOSB/SASS

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

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**Competencies**

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by optimizing data and technology by promoting an ecosystem of data sharing and leveraging technology to enhance the services that CDPH provides to the residents of California.

Under general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) and working with the Chief Systems Architecture Services Section, the incumbent serves as an Enterprise Systems Architect (ESA) as part of the Enterprise Architecture (EA) team.

The ESA will assist in the implementation and support of the Enterprise Architecture Program (EAP) to provide a proactive analyzing, designing, planning and implementing of enterprise standards, policies and governance to successfully align and execute business strategies/goals. The ESA will be part of an Enterprise Architecture team in assisting with responses and guidance to support large scale, statewide suite of applications, systems and infrastructure that will provide a cohesive platform for data management, sharing and efficiencies on an enterprise level for the business and its programs. The ITS II will work within the Systems Engineering domain.

**Special Requirements**

- ☐ Conflict of Interest (COI), ,
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

**Essential Functions (including percentage of time)**

- 30%      Systems Architecting/Engineering – Analyze project business drivers to determine requirements. Ensure that project solution architectures are in alignment to CDPH standardized architectures. Work with the EA team to identify, design and recommend architectural solutions to address business requirements. Coordinate and manage solution architecture implementation and modification activities with EA team members. Consult with application or infrastructure development teams to ensure systems or infrastructure aligns to target architecture and assist in identifying necessary modifications to solution architectures to accommodate project needs. Work with the EA team in assessing current CDPH technologies for improvements, efficiencies, alignment (deduplication), and research & development of emerging technologies.
- 30%      Enterprise Architecture Program (EAP) – Assist in the implementation of the CDPH EAP, which comprise of enterprise standards, policies and governance to provide proactive response, communication and guidance for business technologies. Assist in the design, management, governance and support of current and future CDPH enterprise architectures in various domains (business, security, data, service/application and technology) and various environments (on-premises, remote data centers and SaaS/PaaS/IaaS cloud). Maintain professional relationships with experts in various domains (business, security, application, server, network) in the enterprise to gather and articulate visions and requirements. Understand, advocate and communicate the Enterprise Architecture principles defined for Business Information Technology. Assist in the tracking and measuring of EAP success with value metrics against business visions and goals for stakeholders.
- 20%      Analysis and Program Support - Perform analyses, documentation, and resolution of enterprise level business issues, processes, mandates and requirements for enterprise service issues. Provides advice and guidance when technical interpretation, opinion, or decisions related to enterprise architecture and information management are solicited.

Meets with vendors, program staff, and technical staff, schedules resources, develops timelines and resolves technical issues.

- 15% Creates technical, analytical and/or business documentation to support and maintain the EAP. Documents architectural policies, standards, guidelines, and procedures. Document physical and logical designs, hardware and software specifications; including business and program requirements, project scope, deliverables, schedules and budgets, application/system test specifications and results.

### Marginal Functions (including percentage of time)

- 5% Other duties as assigned

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b> Approved By: <i>Byron Bennett</i>	Date 01/11/21		