

CA State Lottery

DUTY STATEMENT

(New/Revised 12/2020)

PROPOSED

CURRENT

EFFECTIVE DATE February 1, 2021
POSITION NUMBER (Agency – Unit – Class – Serial) 358 - 520 - 1405 - 001
CLASS TITLE Information Technology Manager I
WORKING TITLE Chief Enterprise Architect

DIVISION/UNIT Information Technology Service Division, Enterprise Architecture
WORK LOCATION CA Lottery Headquarters
INCUMBENT NAME Vacant

The Lottery is dedicated to implement the public's mandate to maximize supplemental funding for public education through the responsible sale of lottery products."

Brief Job Description:

Under the supervision of the Chief Innovation Officer (Information Technology Manager II), the incumbent is responsible for planning, organizing, and directing the work of the California State Lottery (Lottery) Enterprise Architecture Office. Sets information technology (IT) processes and standards; formulates future long-range vision and objectives; aligns, reviews implementation, and ensures conformance of the Unit with organizational policies and objectives. The duties for this position are focused in the Business Technology Management, Information Security Engineering, Software, and System Engineering domains; however, work may be assigned in other domains as needed.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.
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35%	<p>ESSENTIAL FUNCTIONS</p> <p>The incumbent is responsible for managing the Enterprise Architecture Office (EAO) Unit and for the supervision of multi-functional Information Technology Specialist II staff and leading architecture resources, and architecture program to develop, maintain and govern the architecture across the enterprise. Establishes program vision, goals, and objectives for the development and maturity of the enterprise architecture program to accomplish the Lottery mission, including architectural leadership in the resolutions of business problems and technical issues. Leading and facilitating the creation of governing principles to guide information, technology, and solution decision making for the enterprise, as well as promoting and communicating its progress, outcomes and results to the organization and its leaders. Realizing business and technology strategies by leading organizational transformation in a way that maximizes enterprise business value. Responsible for leading the identification and analysis of enterprise business drivers to derive its business, information, technical and solution architecture requirements to develop future state strategies and enterprise roadmaps. Understanding, advocating, and supporting the enterprise's strategies, as well as analyzing its technology environment to detect deficiencies and recommend improvements. Identifying the organizational resources, structures, and cultural change necessary to support the enterprise architecture applications and platforms, security, integration, information management and data quality domains.</p>
30%	<p>In a management capacity the incumbent is responsible for overseeing the EAO and managing the complexity of the Lottery's technology ecosystem (a mesh of different systems, applications, environments, and services of varying degrees of importance and maturity). Establishes success criteria for EAO staff and associated enterprise resources to promote high performing teams. Lead architecture staff in the analysis and documenting technical and business requirements and implementing application solutions to meet business needs; analyzing enterprise solutions to be used to solve defined business problems and which framework, platform, or tech-stack can be used to define a feasible solution; and collaborating with business and IT development teams to assure architectural solution are translated into effectual and robust implementations that are scalable and suitably. Define and utilize architectural frameworks, designs, principles, and patterns to develop strategic solutions and leverage industry architecture design and repository tools such as Sparx Enterprise Architect.</p> <p>Responsible for the update and maintenance of the key architecture deliverable; evaluating business requirements and turning them into solutions, products, or services while determining ways to streamline internal operations; identification of customer requirements, analyzing alternatives and conducting product recommendations related to software, platform and services. Understanding all parts of the business model and how they work together including processes, operating systems, and application architectures to design a strategic solution that advance the organizations enterprise architecture. The development and execution of the architecture and technology roadmaps, working with business and technology partners to design roadmaps for all domains. Consults with business and technical stakeholders on enterprise transformation and modernization projects to ensure they align with future state architecture views, as well as determining when it is necessary to modify the technical architecture to accommodate project needs and drive business value. Manages the activities involved in the enterprise architecture activity cycle to ensure that the initiatives and tasks are performed properly and appropriately for the organization.</p>
20%	<p>The incumbent is responsible for leading the EAO program to develop, maintain and govern the architecture across the enterprise. Responsible for defining the enterprise architecture process and architecture review process. Leads and facilitates architecture governance structure and activities associated with ensuring architecture compliance. Development and maturity of the Enterprise Architecture Assurance process to ensure that the agreed-on enterprise architecture and technology standards, principles, and patterns are realized and adhered to when implementing enterprise transformation, modernization, and projects. Oversees the evaluation for alternatives analysis and selection of hardware, software, and enterprise platforms, product standards, as well as the design of standard configurations and architecture designs.</p> <p>Chairs the Architecture Review Board (ARB) to provide oversight of all proposed and in-flight projects. Leads and facilitates the creation of governing principles to guide information, technology, and solution decision making for the enterprise. Communicates ARB decisions and guidance to the architecture community, the project management office, and project teams. Leads the Enterprise Architecture Center of Excellence (EACoE) and the matrixed architects across the enterprise to align EA and IT initiatives with business strategies; share benefits from the information resources and domain architects that are key to the growth of the Lottery organization; effectively addresses and manages risk as a group and provide recommendations to technology governance bodies.</p>
10%	<p>The incumbent is responsible for staff professional and program development through professional training and education, enhancing cross-departmental collaboration, job shadowing, and providing diverse assignment opportunities. Building a team of highly motivated and customer focused professionals; developing sustainable hiring, promotional, and retention strategies; fostering a highly innovative culture focused on delivering customer value; promoting and maintaining a positive and collaborative work environment.</p>

MARGINAL FUNCTIONS

5%

The incumbent prepares various reports and/or correspondence regarding the status of projects, responses to inquiries, or other materials necessary for management and prepares and administers personnel documents necessary in the recruitment, training, and evaluation of staff. Participates, as needed, in ad-hoc committees, work groups, and projects. Performs special assignments and other job-related duties as required.

SUPERVISION RECEIVED:

The incumbent is under administrative direction of the ITSD Chief Innovation Officer (Information Technology Manager II), receives high-level guidance and leadership to meet Lottery's mission and business objectives.

SUPERVISION EXERCISED:

The incumbent directly manages and oversees four (4) Information Technology Specialist II staff. The incumbent provides overall management of the Enterprise Architecture Office Unit 520 and is responsible for planning, organizing, and directing the vision of the program and work of subordinate staff. The incumbent must also have knowledge of effective principles of supervision, leadership, and progressive discipline process and procedures.

TYPICAL PHYSICAL DEMANDS:

Not Applicable.

TYPICAL WORKING CONDITIONS:

The incumbent will work in a fast paced environment, with competing priorities, and critical deliverables.

PERSONAL CONTACTS:

The incumbent interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, gaming vendors and consultants, and other state agencies.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

CA State Lottery Duty Statement Instructions

(New/Revised: 12/2020)

Effective Date: Enter effective date of duty statement. This date reflects the date the duty statement was created, updated, or reviewed for continued accuracy of tasks.

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Work Location: Enter the physical location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Class Title: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.)

Incumbent Name: Employee's full name.

Working Title: Enter the working title of the position, if different from the legal class title.

Brief Job Description: Enter a brief description of duties to be performed such as: Under the supervision of the Staff Services Manager I the incumbent is responsible for *ADD A BRIEF SUMMARY OF DUTIES*.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P analyst.

Percentage of Time Performing Duties: Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions. **NOTE:** Percentages must be in descending order with largest percentage of duties at the top. Percentages should be no more than 45% and in descending order. Total of all percentages cannot exceed 100%.

Essential Functions: These duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being performed, **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.

- Example: Meet with retailers (**WHAT**) monthly in the field at the retailer's place of business (**WHERE/WHEN**) to determine Lottery Scratchers needs (**WHY**) and ensure supply/demand needs are met (**WHAT GOAL**)

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other words that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or to the general public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job Bulletins).

Marginal Functions (Second Page): These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., Other duties as assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in the total of all percentages which cannot exceed 100%.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: 358-031-5157-001).

Supervision Received: List the classification and/or title of the person this position receives supervision from (e.g., The *Staff Services Analyst* receives supervision from the *Revenue Collections Manager, Staff Services Manager I*).

Supervision Exercised: Enter classifications supervised by incumbents (e.g., None if they do not supervise, or Provides supervision to subordinate manager and analytical staff, etc.)

Typical Physical Demands: Enter the physical characteristics/surroundings of the job that make specific demands of an employee's capacity. These may describe physical requirements to perform the essential functions of the job. (e.g., lifting 50lbs or more) Additionally, verbs such as walk, talk, see, hear, etc., should not be included as they are not ADA compliant.

Typical Working Conditions: Enter the working conditions/working environment. This covers such matters as: travel, working time, OT the organization of work and work activities. (e.g., Occasional overnight travel (10%), work in a high-rise building, work in a fast-paced environment, etc.)

Personal Contacts: Enter contacts the incumbent will frequently have (e.g., public, other state offices, control agencies, Governor's offices, other State's, etc.).

Supervisor's Name, Signature, & Date: Supervisor enters name, signature, & date acknowledging they discussed the duties and responsibilities of the position with the employee.

Employee's Name, Signature, & Date: Employee enters name, signature, & date acknowledging duties were discussed with the supervisor, they are able to perform the essential functions listed in the duty statement with or without reasonable accommodation, and they may be asked to perform other duties as assigned within current classification including work in other functional areas as business needs require.