



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

704-1415-001

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 J. Grebel 15. DATE APPROVED 9/23/2021

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 the general direction of the Information Technology (IT) Manager II, the Cloud Architect provides expertise to define cloud logistics specifications to design, implement, and maintain DMV IT systems and services.

The IT Specialist III performs System & Software Engineering duties related to the Software Architecture, Software Development, Software Integration, Solution Design, System Architecture, and Virtualization.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 45% Cloud Architecture (E)
Identifies, develops and creates the top cloud architecture solutions to successfully meet the strategic needs of the department to bridge strategic intent and practical application across multiple domains.

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guidance to team members.

- 30% **Technology 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. Assesses proposed projects' architecture feasibility, as well as implementation benefits and risks to target architecture maturity. Facilitates the alignment and adoption of service standards, service-oriented architecture, security and service delivery for the enterprise and ensure 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)**
Monitors related project management activities for coordination between departmental modernization projects and operational activities. Liaises with internal and external stake holders to manage relationships and coordinate project initiatives. Maintains effective communications with multiple management levels within the division, department, contractor representatives, State control agency administrators and State, Federal and local government entities. Interprets and articulates complex technology concepts and problems to departmental executive leadership and oversight agencies in layman's terms.
- 5% **Other Duties as Required (M)**
Performs other duties as required.



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18. SUPERVISION RECEIVED

The ITS III reports directly to and operates under the general direction of the Network Operations 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.