<center>PROPOSED</center>

**Department of Health Care Access and Information**
**Office of Information Services**
**Information Technology Operations Branch**

**Duty Statement**

EMPLOYEE:            Vacant

POSITION NUMBER:       441-175-1415-XXX

CLASSIFICATION:        Information Technology Specialist III
WORKING TITLE:        Chief Enterprise Solutions Architect

LOCATION:            Sacramento

## SECTION A:  General Description:

Under the administrative direction of Chief Technology Officer, the Information Technology Specialist (ITS) III Chief Enterprise Solutions Architect (CESA) is responsible for providing the leadership, direction, and training and coordination in the development and architecting of the most complex technology systems. The incumbent performs a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. The incumbent optimizes and applies architecture solutions for the benefit of the overall organization.  Advises management on information technology strategy and policy within the organization.  The incumbent will typically work in the Software Engineering and Information Technology Project Management domains.

The Information Technology Specialist III clearly demonstrates team leadership competencies and models organization values. The Specialist III provides project management support and serves as a technical advisor where proposed implementations have significant impact on the organization's business success. The Specialist III has a defined responsibility and authority for decision-making. Work performed at this level involves planning, developing, and implementing technology solutions that are essential to the mission of the overall organization.

The incumbent serves as the organization's lead Solutions Architect and supports HCAI's Enterprise Architecture Board. The incumbent will lead the design and implementation of complex solutions to meet HCAI's enterprise needs. The incumbent will lead teams in the development of new solutions and enhancements to existing solutions.  The incumbent will lead the evaluation of HCAI's application portfolio and supports the Enterprise Architecture Board to plan the evolution of applications across the enterprise. The incumbent works closely with HCAI's Portfolio Officer and Technical Architect in planning, designing, developing, and implementing technology solutions.

The incumbent serves as the release manager for complex platform code management.  The incumbent performs code evaluations with development teams to ensure the protection of HCAI's information systems.  The incumbent will serve as an open source advocate, promote the use of open source tools, and release code and solutions into the state open source library.

**Supervision Received:**  Under administrative direction, incumbent reports to the IT Manager II, Information Technology Operations Branch.

**Physical Demands:**  Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**Typical Working Conditions:**  Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

<u>SECTION B</u>:  **Essential Functions:**

**35%    Chief Enterprise Solutions Architect**

- Provide IT solutions architecture leadership to both technology and business areas. Responsible for leading/performing the evaluation, design, development, and implementation of on-premise and cloud-based solution technology applications.
- Develop and evolve enterprise technology applications and solutions architecture blueprints and frameworks, including all related technical architecture domains.
- Work with HCAI's Portfolio Officer and Policy and Planning Group to evaluate business problems and propose various solutions.
- Lead teams through architecture, documentation, and implementation of new configuration and coded solutions.
- Debug software using various programming tools and systematic debugging methods.
- Design and implement system access controls in accordance with information security best practices and standard IT operating procedures.
- Design, develop, and implement software that adheres to organizational enterprise architecture and ensures secure, reliable, and accessible salutations.
- Review software architecture and make recommendations regarding technical and operational feasibility.
- Create, enhance, and maintain IT software solutions using various programming languages to meet department requirements and expectations concerning efficiency and effectiveness.
- Provide IT leadership in the integration of front-end solutions to the Data Warehouse and Master Data Management solutions.

**30%    Enterprise Architect**

- Responsible for the design, development, and maintenance of information technology architecture frameworks.
- Responsible for and provides technical expertise for the design and development of reusable architectural service components and core technical service.
- Serve as HCAI Enterprise Architect and support the HCAI Enterprise Architecture program and Enterprise Architecture Board

- Support a business architecture that drives measurable outcomes supported by the HCAI enterprise architecture environment.
- Develop implementation plans that take cost-benefit and return-on-investment analyses into consideration.
- Provide IT consultation to the business community to support business programs.
- Propose and evaluate new solutions that solve enterprise issues.
- Collaborate with the Enterprise Architecture Board, Portfolio Officer, and Technology Architect on ways to consolidate the quantity of applications.
- Develop platform roadmaps for configuration and custom applications.

**20%    Release Manager**

- Coordinate with development, platform, and project managers on the successful release of code into production environments.
- Review software code to ensure compliance with defined standards.
- Review the code security through use of enterprise application security tools.
- Manage HCAI's code repositories and development lifecycle

**10%    Evolving Technology Advocate**

- Maintain industry knowledge of evolving technologies and industry trends and determine potential impact to the enterprise and its architecture.
- In consultation with the Enterprise Architecture Board, release appropriate code to the CA government code repository.
- Leverage open source technologies as appropriate in accordance with HCAI enterprise architecture roadmap.

**SECTION C:  Marginal Functions:**

**5%**    Perform other related duties as required.

**SECTION D:  Other Expectations:**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments and meet deadlines as required.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.

PROPOSED

**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

_____

Employee Signature/Date

_____

Supervisor Signature/Date