DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist III	Position Number: 580-152-1415-909
Working Title: Enterprise Data Architect	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: M01	Tenure/Time Base: Perm/ Full-Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Information Technology Services Division

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.

Competencies

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.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

Under general direction of the Assistant Deputy Director, Chief Technology Officer, the Information Technology Specialist III (ITS III) will work independently as a recognized technical subject matter expert on complex statewide systems at the California Department of Public Health (CDPH). The ITS III will perform duties in the Data Architecture and Information Analytics Domains. This position will work in the Information Technology Services Division (ITSD) and act as the department's Lead Enterprise Data Architect and Information Analytics Specialist.

This position focuses on enhancing critical access to accurate and timely public health data; responsible for creating, guiding the implementation, and managing the organization's data architecture; modernizing and transforming the data ecosystem to improve consistent business centric access to critical data; and supporting strategic initiatives to ensure that the organization is adherent to data standards, data security and data management best practices. The ITS III will

collaborate with the ITSD and enterprise-wide program areas to integrate data into systems to enable public health analyses; lead the enhancement of system-wide data governance and standards to improve data interoperability, access and sharing; define and execute strategies for building out analytics workspaces to query data, run, iterate, and share models around public health use cases.

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)

15% Information Analytics Strategy

Responsible for aligning the future state enterprise information architecture with the organization's strategy; defining an enterprise information analytics strategic plan; and creating a vision for information analytics, objectives and goals, strategies to realize the vision, and a roadmap of projects and initiatives to execute those strategies. Defines frameworks and standards with other enterprise architects, partners, and subject matter experts from cross-functional business and technical areas. Collaborates with business stakeholders, program areas, and technical roles to mature, enhance, and support data, analytics, and data intermobility efforts to both internal and external public health partners. Works with business and IT leadership to drive transformational efforts by aligning technology and data assets that provide accurate and timely data services to data consumers in a seamless, secure and integrated manner across all program areas. Work together with other enterprise resources and with project managers to define the architecture vision for projects, data architecture requirements, and solution architectures for projects and initiatives. Evaluates project deliverables and governs projects to ensure they are aligned to the information analytics strategic plan. Collaborates with the California Health and Human Services Agency (CHHSA) and its departments to ensure the CDPH information analytics strategic plan aligns with that of CHHSA.

45% Information Analytics Systems

Responsible for CDPH information analytics infrastructure. Baselines and documents the current CDPH information analytics infrastructure. Identifies areas of improvement within the infrastructure, including opportunities for consolidation of systems, and methods for improving information processing, sharing and access. Understands and evaluates the marketplace for products that warehouse, store, process, and present information; and for specialized information analytics tools such as data mining, machine learning, neural networks, graph engines and graph databases. Makes product recommendations for the information analytics infrastructure consistent with the information analytics strategic plan. Effectively gathers, translates, and communicates complex technical concepts to all business areas and builds relationships with customers, peers, program managers, and users by leveraging strong meeting management skills and regularly disseminating information to

key stakeholders. Provides project guidance to team members to ensure compliance with strategic goals and objectives, and implements standards associated with information analytics. Serves as advisor to various governance boards and committees. Assists executives, program managers, business analysts, and end-users across all functional areas in identifying long term, strategic, and tactical information analytics, enterprise reporting, data sharing and data integration needs for CDPH. Ensures the development and enforcement of standards for metadata/master data management, data governance, and the development of procedures and data management policies to ensure the quality, integrity, consistency, accuracy, and control of CDPH data assets. Works collaboratively with all ITSD sections to ensure the successful delivery of information analytics projects with data quality, accurate reporting, and analytical tools.

30% Data Architecture

Responsible for documenting and managing the CDPH data architecture. Train staff members by providing them with guiding principles for best data management practices. Models data stores and information flows, and documents data structures and standards in use. Develops data and information exchange standards. Analyzes existing data systems and makes recommendations to improve the utility of public health data. Provides data architecture guidance to project teams and analyzes project deliverables to ensure alignment with the CDPH data architecture. Develops processes and templates to support data governance, data architecture work, and IT projects.

Marginal Functions (including percentage of time)

10% Participates, as needed, in special ad-hoc committees and projects. Performs other job-related duties as assigned. Serve as back-up for peers.

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
HRD Use Only: Approved By:	Date		