



# DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

716-1415-906

**ACTIVE**

☒ CURRENT  
☒ PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Modernization Project Branch	
3. REPORTING UNIT NAME Enterprise Modernization Architect		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Specialist III		6. WORKING TITLE Senior Enterprise Application Architect	
7. POSITION NUMBER 716-1415-906		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? ☒ 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. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVAL **T. Cortez-Guardado** 15. DATE APPROVED **10/15/2021**

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 administrative direction of the Information Technology Manager (ITM) II, the Senior Enterprise Application Architect Information Technology Specialist (ITS) III performs activities related to discovering concepts and theories for enterprise modernization architecture. Provides strategic and technical leadership, and mastery-level expertise to drive continuous improvement of the DMV's Digital Experience Platform (DxP) and other modernization project's use of technology. Assignments require an advanced level of organizational understanding to bridge the strategic intent and practical technical application. Advises management on formulating IT strategy, policy, and governance for the modernization project and enterprise-wide to link strategic goals and innovation.

The ITS III performs duties related to System Engineering and Software Engineering including, but not limited to Enterprise Architecture, Software Architecture, Software Development, Software Integration, and Product Management.

## 17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required  
(in descending order)

45%	<b>Enterprise Application Architecture (E)</b> Leads, plans, and organizes application architecture solutions to meet the strategic needs of the department to bridge strategic intent and practical application across multiple domains. Provides mastery-level expertise in the design and development of application infrastructure solutions, communicates application management requirements to application support and development teams, evaluates and selects appropriate application technology, tools and metrics. Serves as technical expert for most complex application computing and technology systems. Performs risk assessments of third-party platforms and frameworks and consults with IT security to monitor DMV's application privacy. Architects and implements application strategy to address interoperability, portability, scalability, accessibility, availability while addressing security objectives and overall total cost of ownership. Plans and coordinates the retirement and decommissioning of obsolete technology infrastructure. Documents, and maintains enterprise application strategy and management plan, topology and design, architecture artifacts, and components. Leads and manages application implementation activities across all technology domains to ensure the successful operation of technology solutions.
35%	<b>Enterprise Architecture Modernization (E)</b> 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 application 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 ensures architecture, data integration, security and policy capabilities in order comply with federal/state policy, architecture requirements, security requirements, and data exchange rates. Recommends new technology, proposed future technology, trends, technical components, interfaces, protocols, and architectures to ISD management. Advises on the formulation

## DEPARTMENT OF MOTOR VEHICLES

### POSITION DUTY STATEMENT

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.

#### **Knowledge Management and Skill Development (E)**

10% 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 application architecture.

#### **Project and Relationship Management (E)**

10% Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives. Facilitates architectural board meetings and conducts presentations and/or briefings on modernization projects to departmental executive leadership and oversight agencies. Performs other job-related duties as required.



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### **18. SUPERVISION RECEIVED**

The ITS III reports directly to and operates under the administrative direction of the Modernization 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 on project status. The ITS III maintains relationships with internal and external stakeholders to coordinate project management activities.

The ITS III communicates with managers from DMV's Human Resources, Accounting and Budget Offices, and may interact with other governmental agencies, as needed.

Communications are by phone, email, in person, and mail. Interactions may be general, confidential, sensitive or informative.