

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist II	Working Title CHHS Agency Integrated Technology Advisor
Employee Name VACANT	Position Number 791-500-1414-001
Project/Division Name Office of the Agency Information Officer	Supervisor's Name Kimberly Crabtree
Unit Enterprise Architecture	Supervisor's Classification Information Technology Manager I
Physical Work Location 2495 Natomas Park Drive, Suite 540, Sacramento 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required      <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations      <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>This position is teleworking eligible, with expectations of a hybrid model that supports the needs of the office</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management      <input type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services      <input checked="" type="checkbox"/> Software Engineering</p> <p><input checked="" type="checkbox"/> Information Security Engineering      <input checked="" type="checkbox"/> System Engineering</p>	
<p>Under the general direction of the Agency Enterprise Architect (ITM I) in the Office of the Agency Information Officer (OAIO), the Information Technology Specialist II (ITS II) works to provide technical subject matter expertise in the Application and Systems, and Technology Architecture domains, to the EA team and Office. The ITS II will contribute integrated technical guidance, consultation, and supporting architectural artifacts to CHHS Agency initiatives and prioritized department IT projects. The ITSII will have consistent contact with various enterprise architects and may have regular contact with engineers providing system architecture, integration, system administration, database administration, and programming job duties for which communication is necessary.</p>	
Percentage of Duties 40%	<p><b>Essential Functions</b></p> <p><b>Inform Agency-wide transformative technology strategies that, when implemented, will support achievement of CHHS Agency's strategic goals and priorities.</b></p> <ul style="list-style-type: none"> <li>Provide information technology architectural expertise to drive interoperability across organizational and computing siloes, tying infrastructure and applications together.</li> <li>Collaborate closely with the Agency's business architects, enterprise architect and data strategist to develop implementation artifacts that drive the execution of CHHS Agency's strategic goals and priorities.</li> <li>Advise and/or design cross-department services/products that enable the most critical cross-department commonly needed operational capabilities (i.e.: case management, licensing, patient care, eligibility, etc.).</li> <li>Contribute technical expertise in the applications, systems, and technology domains to strategic solutions and/or solution concepts proposed for cross-organization operations.</li> </ul>

	<p>This includes working with stakeholders to understand relevant technologies to propose innovative solution concepts, analysis, and implementation roadmaps as well as draft supporting documentation for which execution of the concepts are actionable.</p> <ul style="list-style-type: none"> <li>• Work closely and consistently with the Agency EA team and external department EA community partners on the design concepts of enterprise technology systems and produce technical enterprise level architecture concept outputs.</li> <li>• Provide domain expertise to architectural policy, processes, and standards created by the enterprise architecture team.</li> <li>• Assist to identify resources necessary to support enterprise applications and platforms, integration, information management and data quality domains; and inform information technology and solution architecture decision making.</li> </ul>
25%	<p><b>Support development of the CHHS Agency Enterprise Architecture.</b></p> <ul style="list-style-type: none"> <li>• Serve as the technical advisor to the creation of enterprise information systems documentation conventional to optimizing the enterprise architecture while minimizing digital disruption through the collaboration with multi-disciplined teams. Documentation includes technology reference models, policies, procedures, and technology governance frameworks.</li> <li>• Lead technical sprint-like workgroups, of both internal and external stakeholders, that produce strategically informative outcomes for commonly needed information technology components and/or implementations.</li> <li>• Facilitate technical workgroup discussions, manage workgroup outputs, and contribute findings to Agency enterprise architecture efforts.</li> <li>• Actively participate in Agency EA community working sessions and meetings.</li> </ul>
25%	<p><b>Consult on prioritized complex applications and information systems supporting the core Mission of CHHS Agency.</b></p> <ul style="list-style-type: none"> <li>• Contribute subject matter expertise and IT project review to some external IT project teams as well as guide systems architecture related topics on behalf of the OAIO. Consultation includes right-fit-for-purpose technologies, system optimization configurations, solution design to achieve service resiliency, and/or interoperability possibilities.</li> <li>• Perform system assessments for preparedness and life cycle maturity.</li> <li>• Keep well-informed of current technology trends exercised to support data sharing, information exchange, and shareability of services.</li> </ul>
Percentage of Duties	Marginal Functions
5%	Deliver presentations, prepare reports to senior-level executives, managers, and technical audiences.
5%	Perform other duties as assigned.

#### 4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Intermittent (34-50%)	Sitting: Intermittent (34-50%)
Walking: Rarely (1-6%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: <i>Click here to enter text.</i>	
Type of Environment: a. Cubicle b. High Rise	
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.	

#### 5. SUPERVISION

Supervision Exercised (e.g., <i>Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i> )
This position does not supervise staff.

#### 6. SIGNATURES

<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature		Date
<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print) Daniel Scribner		
Supervisor's Signature		Date
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	esm	10/20/2021
<b>Reasonable Accommodation Unit use ONLY</b> ( <i>completed after appointment, if needed</i> ) * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
  - PROVIDE A COPY TO THE EMPLOYEE
  - FILE A COPY IN THE SUPERVISOR'S DROP FILE