

Department of Toxic Substances Control
Position Duty Statement



Classification Title	Department
Information Technology Specialist III	Department of Toxic Substances Control
Working Title	Office/Unit/Section/Geographic Location
Chief Enterprise Architect	Office of Environmental Information Management / Sacramento Headquarters
Position Number	Effective Date
810-250-1415-004	

General Statement: Primary Domain: Systems Engineering; Secondary Domain: Software Engineering. Under the administrative direction of the Chief Information Officer (CIO), the Information Technology Specialist III (ITS III) works as the Chief Enterprise Architect (EA) and is responsible for providing the leadership, direction, training plans, and coordination of work activities and resources for the Department of Toxic Substances Control's (DTSC) enterprise architecture team. As the Chief EA, the ITS III is responsible for establishing the Department's information technology (IT) strategic plan which ensures that the most complex projects are aligned with the Department's Strategic Plan goals and objectives; has authority and decision making over DTSC's data center and multi-cloud environments and is responsible for architecting enterprise-wide infrastructure technology and services that will align with advancing DTSC's mission while ensuring complex information and data sharing interoperability is established across DTSC programs, State departments and Federal programs. The incumbent independently provides technical solutions consistent with industry standards and best practices in alignment with the DTSC, CalEPA (Agency) and State standards. Duties include, but are not limited to:

A. Specific Activities: Essential (E) / Marginal (M) Functions

40% Serves as the key advisor on all department-wide technology initiatives, enterprise architecture, technology standards, shared technology infrastructure and services (e.g., cloud services), and environmental sustainability. Researches emerging technologies in support of systems development efforts and recommends technologies that will increase cost effectiveness and improve system flexibility. Identifies and evaluates alternative proposals and recommends optimal solutions. Reviews IT costs against external services providers, new developments, and services, and initiates proposals to change IT design where appropriate cost reductions and benefits can be achieved. Develops, updates, and tests DTSC's Technology Recovery Plan. Directs enterprise technology initiatives by collaborating with DTSC and CalEPA business and technology executives to align technology initiatives and services with business and IT strategic plans and minimize overlap, redundancy, and cost in government operations. Ensures proposed and existing systems architectures align with industry best practices, external technology trends, and DTSC and CalEPA organizational goals and objectives. Designs and implements long-term strategic goals and short-term tactical plans for managing and maintaining department systems and software. Provides architectural expertise, direction, and assistance to systems analysts, systems engineers, IT Managers, and software development teams. Collaborates with Department executives, private sector industry representatives, federal and local government representatives, and other key stakeholders to develop, enhance, and maintain the state's Enterprise Architecture framework, shared services strategy, and statewide standards for IT system and application development to define business processes and their relationship with systems, technologies, and data. **(E)**

Leads, plans, organizes, directs, monitors, and controls the activities of the enterprise architecture team and technical staff. Facilitates the development, management, and governance of the current and future State enterprise architectures (business, data, service/application, and technology) based upon strategic business direction. Assesses near-term needs, using enterprise architecture processes to establish business priorities. Consults with business and technical subject matter experts (SMEs), and develops alternative solutions. Advises on options, risks, cost-benefits, impacts on other business processes and

system priorities. Defines high-level migration plans to address the gaps between the current and future state, ensuring alignment with the IT budgeting or other capital planning processes. Manages the enterprise architecture communication strategy. Communicates and promotes the enterprise architecture process, outcomes, and results to the organization, including the organization executives, managers, projects, staff and other personnel. Provides regular reports to the CIO and Chief Technology Officer (CTO). **(E)**

Leads development and implementation of innovative technologies by collaborating with technical teams, evaluating and analyzing potential value and risks associated with emerging technologies, and making determinations on enhancing and/or developing approaches into IT operations including but not limited to priorities of the individual IT units. Serves as an expert technical specialist performing the most complex enterprise IT infrastructure projects. Provides a broad and deep knowledge of existing and emerging enterprise architecture and technologies. Architects and leads complex enterprise infrastructure solutions implementations and projects supporting DTSC, Agency and shared services. **(E)**

Participates in various committees within DTSC and shared services with Agency. Administers IT services and provides information to the Chief Information Security Officer (CISO) and OEIM senior management on any issues relating to Enterprise infrastructure in the CalEPA shared environment as it impacts the DTSC. Provides timely and courteous technical support while working collaboratively with all OEIM team members, Agency, BDO administrators, vendors, and service technicians during troubleshooting. **(E)**

Works with the CalEPA enterprise IT administrators, Executives, and project management to design and implement new services and technologies within the DTSC and CalEPA's shared enterprise network. Acts as expert consultant to users of the shared environment, customers, and vendors/consultants. Reviews and documents all enterprise changes and upgrades. Assists with the procurement of enterprise services and other related items. Provides expert level technical support on the most complex troubleshooting issues while working cooperatively with team members of OEIM, system administrators, CalEPA Network Committee members, vendors, and technicians in the CalEPA shared environment supporting the following technologies but not limited to virtualization, storage devices, physical and blade computer devices, network devices and appliances, cloud and security. **(E)**

Acts as an administrator and technical expert in new, existing, and emerging enterprise services and technologies including Microsoft Azure, Amazon Web Services and other cloud computing technologies and is responsible for assessing how they can benefit/impact the DTSC business operations. Formulates recommendations based on alternative technology solutions and provides analysis for procurement of enterprise infrastructure related software and hardware. **(E)**

35% Independently responsible for ensuring the comprehensive infrastructure design reinforces the extensive business functions in an efficient and effective manner. Identifies high-level, complex technical requirements in support of mission critical business requirements and coordinates with technical experts at the various State, Federal and county levels, as well as from the vendor community. Leads and participates in various design, system walkthroughs and checkpoint reviews, testing, and implementation activities with internal and external stakeholders/partners. Coordinates and participates in the most complex infrastructure change management and maintenance of system environments. Independently manages the architecture strategy and models for compliance and consistency with the DTSC and State's overall architecture strategy and contractual requirements. Reviews all deliverables and makes key complex decisions associated with the technical aspects of the project (design, development, testing, system performance, and operability). Reviews and evaluates the technical deliverables and provides findings and makes recommendations to project management on acceptance. Ensures system adherence to technical requirements for design, development, testing, system performance, and operability. **(E)**

Responsible for implementing enterprise changes based upon the defined business and technology future State enterprise architecture, through guidance and governance processes. Responsible for planning, developing, implementing, and modifying information associated with enterprise governance.

Establishes and regularly reviews goals, objectives, budget and staffing for the EA team. Develops tactical plans at least annually to help meet established goals and objectives and supports DTSC's priorities as established by the EA team. Provides leadership, guidance, and direction for OEIM technical teams to ensure plans are accomplished within budget according to the quality, timeliness, performance, and security standards established for operation. Establishes and monitors a structured development program for the architects, requirements and change management, information architects and system administrator roles. **(E)**

15% Researches published IT standards, guidelines and studies; reviews IT related federal, state and legislative mandates and audit report findings. Participates in the development of technical architectural standards at the project, Department and state level, requiring a detailed and broad understanding of State business requirements and best business practices related to the technical architecture. Stays current on statewide IT policies in accordance with the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM). Presents the system requirements to a wide variety of distributed computing systems experts and architects at the State, local, federal level and with technical architecture consultants. Assists in the IT procurement activities by serving as a technical member on the evaluation and acquisition teams during the evaluations of draft and final project and system proposals. Assists in developing and maintaining architecture requirements, developing proposal evaluation criteria, develop responses to vendor questions to the Request for Offers (RFO) and other contract and projects documentations. **(E)**

5% Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date. **(E)**

5% Perform related duties as required to fulfill the DTSC's mission, goals, and objectives; assist where needed within OEIM, which may include special assignments. Attend staff meetings and perform other duties when required. **(M)**

B. Supervision Received

The ITS III reports directly to and receives most assignments from the CIO. However, direction and assignments may also come from the CTO, CISO, Chief Deputy Director, Director, and other IT Managers. The ITS III may also receive direction on Agency-wide projects and activities from the Agency Information Officer (AIO) or the Agency Information Security Officer (AISO).

C. Supervision Exercised

None.

D. Administrative Responsibilities for Supervisors and Managers

None.

E. Personal Contacts

The incumbent has regular contact with all levels of DTSC staff, staff from other BDOs within CalEPA, and outside vendors to coordinate and implement technical changes. This interaction might involve highly sensitive data or legal activity and may be of a confidential nature. Consults with or advises management, administrative or executive staff on the planning, development, implantation, and coordination of IT issues.

F. Actions and Consequences

If the job is performed inadequately, consequences could include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunity and budget implications.

G. Functional Requirements

The incumbent works primarily on a desktop computer in a cubicle environment in a high-rise office building in downtown Sacramento. A flexible work schedule, including telework, is available (the incumbent will be

expected to be available through various platforms throughout the day to communicate on work related activities). The incumbent may spend multiple hours a day on the phone or in meetings, interacting with customers, management and staff on detecting, reporting, and mitigating security breaches, intrusions, and employee misuse of systems and resources. The incumbent may work on sensitive, confidential, and controversial assignments. The incumbent must work well with others, accommodate changing priorities, work occasional irregular hours, and be able to meet critical deadlines. The incumbent will use a variety of office equipment, (e.g., computers, copiers, digital senders, videoconference equipment, etc.). May be required to travel to meetings, training, and the regional offices.

H. Other Information

This position requires the ability to plan, coordinate and direct the activities of data processing and other technical staff; develop and evaluate alternatives; make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; analyze data and effectively communicate ideas and information to staff and management; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; and successfully gain and maintain the confidence and cooperation of those contacted during the course of work. The incumbent must exhibit punctuality and dependability in executing the duties of this position.

I. DTSC's Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approval Date: 12/2021