EDD Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist II	Working Title Information Technology Specialist II
Name of Incumbent	Position Number 280-343-1414-010
Section/Unit Enterprise Architecture	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Manager I
Branch Information Technology	Duties Based on: ☒ Full Time ☐ Part Time - Fraction
	Revision Date 1/24/2020

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☒ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*

Occasional travel may be required for offsite meetings or training.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management   ☐ IT Project Management   ☐ Client Services

☐ Information Security Engineering   ☐ Software Engineering   ☒ System Engineering

Under the general direction of the Information Technology (IT) Manager I, the IT Specialist II serves in the System Engineering domain as an Enterprise Architect and is responsible for formulating strategies and leading the development, maintenance, evolution, and use of EDD's Enterprise Architecture (EA). Duties include creating innovative solutions and future-state architectures, determining gaps from current state, and developing roadmaps that guide the progress of Employment Development Department's (EDD) business, data, more complex systems, and technologies. The incumbent also provides consultative services to project teams, other architects, governance bodies, and other business and technical areas, as well as maintains current knowledge of evolving technologies and industry trends to determine potential impact to the enterprise and its architecture.

The incumbent contributes toward the growth of the IT Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles. Adapts easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
40%	Develops, maintains, and evolves the EDD's EA which includes the business, data/information, application/solution, and technical architecture domains, and ensures integration between architectural viewpoints. Facilitates business and technical discussions to shape future direction. Advances the understanding and documentation of data used across the enterprise and sets the direction for all information needs for EDD. Leads the development of future state architectures that include innovative solutions for advancing EDD's use of technology in support of its business goals and objectives. Analyzes business strategies, needs, priorities, and the current technology environment in order to detect critical gaps and to develop architecture requirements across all domains. Leads development and develops roadmaps for achieving the future-state. Creates EA deliverables, including drawings and mappings.

Leads, develops, evolves, and participates in architecture governance processes. |
20%	Develops policies, standards, and guidelines that direct the selection, development, implementation, and use of information technology. Provides leadership, technical expertise, guidance, and consulting to team members, technical staff, and vendor consultants to support the design, development, and implementation of enterprise-wide, more complex initiatives.
15%	Develops and matures the EA program. Identifies and tracks areas of innovation in IT. Analyzes industry, technology, and market trends to determine their potential impacts on the enterprise's strategy and architecture requirements. Assesses the readiness of emerging standards and technologies for adoption.
10%	Leads the review and recommendation for approval or denial of software and hardware deviating from EDD standards. Conducts research, coordinates with subject matter experts, ensures architectural alignment, and presents best solutions to meet business needs.
10%	Works collaboratively with the Technology Governance Division management team and staff, briefs and advises the manager, exercises a high degree of initiative, independence of action and originality, and demonstrates tact and good judgement. Communicates effectively in order to develop and maintain effective and cooperative working relationships.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

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

Standing:	Infrequent (7-12%)	Sitting:	Constant (76-100%)
Walking:	Infrequent (7-12%)	Temperature:	Temperature Controlled Office Environment
Lighting:	Artifical Lighting	Pushing/Pulling:	1-25% of the time
Lifting:	1-25% of the time	Bending/Stooping:	1-25%

Other: N/A

Type of Environment: a. High Rise   b. Cubicle   c. Select   d. Select

Interaction with Public: a. N/A   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Click here to enter text.

Employee's Signature	Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Click here to enter text.

Supervisor's Signature	Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
	MM	1/24/2020

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

** AFTER SIGNATURES ARE OBTAINED:
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**