

PROPOSED

Department of Health Care Access and Information Information Services Division IT Operations Branch

Duty Statement

EMPLOYEE: Vacant
POSITION NUMBER: 441-175-1415-XXX
CLASSIFICATION: IT Specialist III
WORKING TITLE: Chief Enterprise Technical Architect
LOCATION: Sacramento

SECTION A: General Description:

Under the administrative direction of Chief Technology Officer, the Information Technology Specialist (ITS) III Chief Enterprise Technical Architect (CETA) is responsible for providing the strategic and technical leadership, direction, training, and coordination in the implementation and architecting of the most complex technology systems. The incumbent performs a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. The incumbent optimizes and applies architecture solutions for the benefit of the overall organization. Provides expert level advice to management on information technology strategy and policy within the organization. The incumbent will typically work in the Software Engineering and System Engineering domains.

The incumbent serves on HCAI's Enterprise Architecture Board. The Technical Architect implements, maintains, and updates infrastructure components related to the Health Payments Data (HPD) System. The architect also consults with the HPD team on improvements to various aspects of the system. The incumbent is also responsible for reviewing proposed Software, Platform, and Infrastructure as a Service offerings. The Technical Architect coordinates the IT change management process and the Change Advisory Board. The incumbent works closely with OSHPD's Portfolio Officer and Solutions Architect in planning, designing, developing, and implementing technology solutions

Supervision Received: Under administrative direction, incumbent reports to the Information Technology Manager II, Chief Technology Officer.

Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions: Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles

PROPOSED

field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

SECTION B: Essential Functions:

35% Enterprise Technical Architecture

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 cloud 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 ensure architecture, data integration, security and policy capabilities in order comply with federal/state policy, architecture requirements, security requirements, and data exchange standards. Consults on new technology, proposed future technology, trends, technical components, interfaces, protocols, and architectures to ISD management. Serves as specialized advisor on the formulation 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. Leads senior and junior level staff members of emerging cloud technology and is responsible for making project level decision making. Serves as IT Change Manager for complex infrastructure and cloud changes.

35% Cloud Architecture

Leads, plans, and organizes cloud architecture solutions to meet the strategic needs of the department to bridge strategic intent and practical application across multiple domains. Provides mission critical expertise on state-wide cloud systems in the design and development of cloud solutions, cloud management, and cloud support. Evaluates and selects cloud technology, tools and metrics to reduce the risk of exposure and increase business continuity. Serves as final technology expert for cloud computing and technology systems. Performs risk assessments of third-party platforms, and frameworks. Consults with IT security to monitor HCAI's cloud privacy. Architects and implements cloud 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 cloud strategy and management plan, topology and design, architecture artifacts, and components. Leads and manages cloud implementation activities across all technology domains to ensure the successful operation of technology solutions. Designs, implements, and maintains cloud infrastructure solutions for HPD.

15% Project and Relationship Management

Provides project updates to senior and executive stake holders both internal and external to manage relationships and coordinate project initiatives as Subject Matter Expert. Consults with and advises senior management on project and cloud systems. Facilitates vendor management and technology negotiations. Conducts presentations and/or briefings on modernization projects to departmental executive leadership and oversight agencies.

PROPOSED

10% Knowledge Management and Skill Development

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 cloud architecture.

SECTION C: Marginal Functions:

5% Perform other related duties as required.

SECTION D: Other Expectations:

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments, and meet deadlines as required.
- Show initiative in making work improvements, identifying, and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date