STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)

California Department
of **AGING**

See CDA 9003-I for Instructions	
1. INCUMBENT VACANT	**2. EFFECTIVE DATE (MM/DD/YYYY)** 07/01/2021
3. DIVISION Division of Administrative Services	**4. UNIT NAME** Office of Enterprise Technology (OET)
5. CLASSIFICATION Information Technology Specialist III	**6. POSITION NUMBER** 797-620-1415-001

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print) Andrea Hoffman, CIO	SUPERVISOR'S SIGNATURE	DATE

8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print) VACANT	EMPLOYEE'S SIGNATURE	DATE

You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

9. DESCRIPTION
Under general direction of the Chief Information Officer (CIO), a C.E.A. Level B, the Information Technology Specialist III (IT Spec III) does not supervise staff, nor provide day-to-day supervision, but serves as CDA's Enterprise Architect (EA) providing EA leadership at a mastery level on architecture and solution design for the California Department of Aging's (CDAs) entire technical environment. With extensive decision-making authority, the IT Spec III is responsible for providing technical and architectural consultation services in the development, maintenance, and maturation of the department's complete IT architecture framework (e.g., data, security, infrastructure, applications, and communications).   The EA is responsible for highly complex systems management and system software activities to support CDAs current and future architectures. The EA establishes a CDA enterprise architecture framework, standards, methods in accordance with industry best practices and state EA guidelines. The EA develops effective internal and external stakeholder relationships to help advance CDAs growing business program. The EA collaborates effectively with internal and external stakeholders, vendor partners, Agency, and stakeholders to arrive at the best solution for CDAs entire technical environment.   The EA guides executive decision-makers in making effective and timely decisions to deliver critical business capabilities. The EA provides recommendations on complex projects and serves as a key advisor to CDA on best practices, innovative solutions, and methodologies. The EA works closely with the CIO to create and communicate a departmental EA vision and operating model to build

organizational maturity and advance IT service delivery. The EA assists OET in preparing for changing business needs by taking advantage of emerging technologies, leveraging available solutions, and utilizing industry best practices. The EA collaborates closely with project team members, technical staff, vendor consultants, and other staff, to ensure CDAs continuous improvement in Information Technology architecture.

IT Domains:
The IT Spec III has core competencies in Software Engineering and System Engineering. The IT Spec III performs a variety of tasks to support systems and services in the following domains: IT Project Management, Client Services, and Business Technology Management.

35% Perform as an Enterprise Architect (EA)
The IT Spec III operates at the mastery level as the CDA Enterprise Architect and technical subject matter expert.

- Serve as the EA expert for CDA. Provide guidance to technical leads and business partners through projects, initiatives, and system development lifecycles.
- Develop, document, and manage a secure IT enterprise architecture. Align the most complex IT strategies and plans with State requirements and CDA business goals.
- Architect, implement, and maintain the CDA IT architecture across multiple platforms.
- Analyze systems and EA industry best practices to create CDA target architectures.
- Ensure IT solutions adhere to the most current security and architectural standards. Formulate and recommend EA policy, procedures, and standards based on industry best practices to support enterprise solutions.
- Make EA decisions that enable business efficiencies and optimize the CDA technical environment using Service Oriented Architecture (SOA) principles. Collaborate with colleagues to resolve the most complex architecture issues and to design and implement secure solutions for reliability, reusability, scalability, interoperability, and consistency.
- Participate and lead technical projects to implement solutions that optimize business processes and capabilities in correlation to existing/new IT components.
- Understand and document architectures from the business, information, application, security, data, and infrastructure perspective to facilitate the design and deployment of technology solutions.
- Create and verify architecture models and artifacts that communicate ideas effectively to diverse stakeholders. Develop and maintain business, technology, service, and data models.
- Evaluate business and technical requirements to assess and plan the CDA enterprise architecture.
- Participate in defining the scope, plan and IT resources needed to support innovative solutions that fulfill technical and business requirements.
- Identify IT architectural risk and collaborate with business and/or technical teams to develop, recommend, and implement risk management strategies.
- Develop and maintain an EA repository and services catalog.

20% Develop Strategic Partnerships and Advisory Services
As a mastery level advisor, the IT Spec III develops effective internal and external stakeholder relationships to help advance CDA business programs.

- Participate in the discovery and documentation of CDA business needs. Utilize this knowledge to develop and recommend technical strategies to support current and future business capabilities.
- Organize teams, develop plans, track project work, and share documents in plain view to keep communications open and progress transparent.

- Formulate and collaborate on EA goals and measurable objectives, identify key stakeholders, and nurture relationships.
- Utilize knowledge of systems, databases, and infrastructure to analyze problems, assess business impacts, and make solution recommendations.
- Collaborate with business partners to ensure alignment and a common understanding of new or changing business capabilities before making architectural design decisions.
- Translate EA models and artifacts into various formats to effectively communicate and facilitate decision making with diverse stakeholder groups.
- Consult with Agency and other department architects to support CDA and inter-agency projects and workgroups.
- Perform as a lead on special assignments including requests from control agencies or executive management. Participate and represent CDA in Agency and state level EA initiatives and workgroups.
- Advise and/or coordinate the planning and delivery of organizational IT strategies and resources using both business and IT architectural approaches.
- Advise on investment, risk, security, and resource needs to inform IT initiative prioritization based on the business value of targeted business outcomes.
- Conduct technical research and participate in relevant external organizations, industry groups, etc. for continued education and growth. Perform research, stay abreast of new technology trends and tools, audit processes, systems, reports, and recommended courses of action.

15% Build EA Maturity

The IT Spec III works closely with the CIO to create and communicate a departmental EA vision to build organizational maturity and improve IT service delivery.

- Work closely with CIO to design, implement, and mature the CDA EA program.
- Define and make recommendations related frameworks, standards, best practices, tools, and services.
- Establish a CDA enterprise architecture framework in accordance with industry best practices and state EA guidelines.
- Develop, recommend, and refine a responsive EA operating and engagement model. Align business strategies and long-range plans with the EA vision. Incorporate business objectives into the architecture vision and recommend solutions to accomplish the objectives.
- Define and maintain roadmaps to help establish and mature the Enterprise Architecture program to support a growing and/or changing business program.
- Make continuous improvement recommendations and/or conduct improvement activities that align with new or changing business priorities and improve IT efficiency, effectiveness, relevance, and responsiveness.
- Manage alignment of CDA program decisions to architecture roadmaps by working with CDA leadership.
- Guide the EA program development process to garner support from all levels. Formulate and deliver presentations to IT counterparts and business partners.
- Perform outreach regarding the EA program by publishing and communicating program information through presentations, intranet, newsletter, or other mediums.
- Define and use metrics to measure, evaluate, and communicate the effectiveness of the EA Program and services.
- Advise the CIO, OET, and Executive Management in applying process improvement methodologies, best practices, and guidelines to stay in alignment with the organization business architecture and expected outcomes.

California Department of **AGING**

15% Enterprise Architecture Governance

- Guide executive decision-makers in making accurate, effective, and timely decisions to deliver business capabilities based up architecture best practices.
- Incorporate hardware and software standards by bridging the gap between business needs and business systems, portfolio management, and rules for integrating systems and data.
- Implement standards, policies and governance contributing to the overall IT EA design while maintaining system architecture across multiple platforms.
- Perform IT asset analysis to evaluate and plan for future departmental needs using analytical tools and techniques per departmental policies and vendor supported guidelines.
- Ensure the CDA architecture is alignment with Agency and CDT standards, best practices, and policies.
- Establish processes to initiate and monitor projects through their lifecycle to assure architecture changes align with the enterprise vision.

10% Procurement and Contract Management

- Participate in the definition, selection, and procurement of technology.
- Participate in contract management and procurement activities, including the development and/or review of procurement plans, Statements of Works, and Requests for Offers/Proposal as needed.
- Define minimum qualifications, technical deliverables, and evaluation criteria. Participate on selection teams as directed.
- Perform administrative contract management activities such as the review and approval of timesheets, contract deliverables, reports, status updates, and other documents as required.
- Review/approve defined project deliverables

Marginal Job Functions:
5% Other Duties:

- Complete other required duties within the scope of this position.