



Duty Statement

Classification: **Information Technology Manager I**

JC-319337

Position Number: **275-815-1405-013**

HCM#: **1245**

Branch/Section: **Information Technology Services Branch / Technology Business Management Division / Technology, Information & Business Advancement / Architectural Development**

Location: **Sacramento, California**

Telework: Office-centered

Working Title: **Enterprise Architect Manager**

Effective Date: **January 1, 2020**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development staff, business development including business relations, business process improvement and project and portfolio management. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability in support of all of the CalPERS strategic business objectives.

Under general direction of Technology, Information & Business Advancement Assistance Division Chief, the Information Technology Manager I (ITM I), Enterprise Architect Manager, will plan, organize, control, and lead the Architecture Development Team and mature the Enterprise Architecture program for CalPERS. The Architecture Development Unit is responsible for providing the organization with an Enterprise Architecture used to manage and align an organization's Information Technology (IT) assets, staff, operations, and projects with its operational characteristics. The ITM I works primarily in the Business Technology Management domain.

Essential Functions

- 30% Manages the development of CalPERS Enterprise Architecture program, strategies, frameworks, road maps, and standards to ensure proper alignment to CalPERS business needs. Establishes the appropriate section goals and objectives to accomplish CalPERS system wide mission which includes: key projects, initiatives, goals, and objectives. Prepares budget estimates and guides the development of preliminary and formal budget requests for section projects. Works with customers to establish priorities and ensures service levels are meeting expectations. Communicates architectural policies, standards, guidelines, and procedures to the enterprise.
- 25% Ensures proper levels of communication through the building of strong relationships, proper management of meetings, and dissemination of information within Technology, Information & Business Advancement, in addition to all parts of the organization, in order to promote use of Enterprise Architecture to enable success of CalPERS business strategies. Provides architecture guidance to projects and ensures that projects are in compliance with CalPERS standards. Oversees the administration of CalPERS architecture governance, including development and maintenance of the business, data, application, and technology architecture. Monitors industry trends, standards, best practices, and technologies. Defines, explains, and advocates technology strategy. Serves as advisor to various governance boards and committees. Assists executives,

programs managers, business analysts, and end-users across all functional areas in identifying long term, strategic, and tactical needs for CalPERS.

- 20% Leads the Architecture Review Board (ARB) and participates in several other governance boards as adviser. Ensures that organizational policies, procedures, and guidelines are developed and followed. Through a partnership with the Business Relationship Management team, collaborates to meet business needs leveraging technology solutions. Develops and maintains a close liaison with operating divisions and external clients on technical matters and provides support to various IT vendors and organizations. Determines the expected performance for staff in the various units within the section. Provides leadership and motivation for staff to sustain high performance. Provides proper recognition for meeting or exceeding expected performance. Controls and works with operating divisions and external clients to establish Service Level Agreements (SLA) and project priorities. Monitors service levels and project progress to provide adequate direction to ensure services are timely, high quality, and effective. Reviews changes to SLA and project plans on an on-going basis to meet established SLA and project milestones and makes any change deemed necessary.
- 15% Recruits, hires, develops, and retains a competent enterprise architecture professional staff to ensure an adequate level of specialized technical expertise to support current and future CalPERS IT needs. Ensures staff receives training in technology, client support, analytical, and interpersonal skills. Obtains internal and external resources to meet demands and provide specialized expertise as needed.

Marginal Functions

- 5% Participates in special ad-hoc committees and projects and performs special assignments.
- 5% Researches and evaluates emerging technology and market trends with the objective of introducing more efficient methods of conducting CalPERS business

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**