

## DUTY STATEMENT

Employee Name:

Classification: Information Technology Specialist III (Systems Engineering)	Position Number: 580-150-1415-909
Working Title: Principal Enterprise Architect	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: M01	Tenure/Time Base: Permanent / Full-Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Architecture Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

This position supports the CDPH' mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under the administrative direction of the Information Technology Manager II (ITM II), Chief, Enterprise Architecture Section, the Information Technology Specialist III (ITS III) serves as the Principal Enterprise Architect (PEA), responsible for providing mastery level of leadership, design standards, roadmaps, and providing guidance on work activities and resources for the CDPH Enterprise

Architecture (EA) team. The ITS III monitors architect and enterprise-wide shared services environments that will align with CDPH's Vision for 2035 while ensuring the most complex/critical information interoperability is established between other CDPH programs, state departments, and federal programs. The ITS III also leads the EA Review Board and works with the Executive Steering Committee.

The ITS III will perform duties within the System Engineering domain.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

35% Leads, plans, organizes, directs, monitors, and controls the most complex activities of the Enterprise Architecture Office. Facilitates the development, management and governance of the current and future State enterprise architectures (i.e. business, data, service/application and technology) based upon strategic business direction. Assesses short and long-term needs, and uses EA processes to establish business priorities. Consults with business and technical subject matter experts to develop alternative solutions for identified problems so that the right sized solution (cost, complexity, timeliness of delivery) can be selected. Advises CDPH business and IT leaders on options, risks, cost-benefits, impacts on other business processes and system priorities. Defines high-level migration plans to address gaps between current and future state plans, ensures alignment with the information technology (IT) budgeting or other capital planning processes. Manages the enterprise architecture communication strategy by developing diagrams, roadmaps, models as well as utilizing enterprise architecture tools. Communicates and promotes the EA process, outcomes and results to the organization, which includes the organizations executives, managers, project teams, staff and other personnel. Creates, defines, and formulates standards that will apply to the EA. Advises and provides regular reports (such as roadmaps, architecture models and diagrams) to the Chief Information Officer (CIO) and other Executives. Provides leadership and guidance to staff responsible for the design of CDPH's Future of Public Health (FoPH – an approved initiative for the future state for business and technology); provides leadership in project planning and management; provides consultation to customers, project teams, and executive management on aligning IT capital. Participates and leads strategic business and tactical planning, develops and maintains policies, processes, standards, and procedures as they relate to EA. Consults and advises the Director, executive staff, Program Managers, and Division Chiefs on IT and project matters as needed. Meets and confers with high-level

professionals from other states, corporations, and agencies regarding matters affecting CDPH's lines of businesses, policies and procedures; and represents the Department as a member on external enterprise architectural organizations or committees.

- 35% Ensures the comprehensive and most complex solution design reinforces the extensive business functions in an efficient and effective manner. Identifies high-level, most complex technical requirements in support of mission critical business requirements and coordinates with technical experts at the various state and county levels, as well as from the vendor community. Performs IT asset analysis to evaluate and plan for future departmental needs using analytical tools and techniques per departmental policies and vendor support guidelines. 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 custom technical software configuration management and maintenance of system environments (such as application development platforms, databases, cloud solutions, etc.). Manages the architecture strategy and models for compliance and consistency with CDPH's and the state's overall architecture strategy and contractual requirements. Reviews all deliverables and makes key complex decisions associated with the technical aspects of the project (i.e. 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.
- 15% Implements enterprise changes based upon the defined state's business and technology EA, through guidance, and governance processes. Plans, develops, implements, and modifies information associated with enterprise governance. Establishes and regularly reviews goals, objectives, budget, and staffing for the EA team. Leads the EA Review Board and works with the Executive Steering Committee to evaluate, approve, or deny proposals (such as those that involve new technology, software, hardware, cloud solutions); and recommend appropriate solutions. Develops tactical plans to help meet and establish goals and objectives to support CDPH's priorities as established by the EA Review Board. Provides leadership, guidance, and direction for the EA Services team 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 solutions architects, requirements and change management, information architects and database administrator's roles.
- 10% Creates technical, analytical and/or business documentation to support and maintain the EAP. Documents architectural policies, standards, guidelines, and procedures. Documents physical and logical designs, hardware and software specifications; including business and program requirements, project scope, deliverables, schedules and budgets, application/system test specifications and results. Works with other teams to consolidate enterprise resources and asset inventories reelecting EA roadmap.

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**Marginal Functions (including percentage of time)**

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5% Performs other job-related duties as assigned.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By: CW	Date 8/8/22		