EDD Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist III	Lead Enterprise Architect

NAME OF INCUMBENT:	POSITION NUMBER:
	280-351-1415-001

OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
EDDNext Project	

DIVISION:	SUPERVISOR'S CLASSIFICATION:
EDDNext	Information Technoloy Manager II

BRANCH:	REVISION DATE:
Information Technology Branch (ITB)	7/28/2022

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

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.)

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 administrative direction of the Infromation Technology (IT) Manager II, the Lead Enterprise Architect, Information Technology Specialist III (ITS III), provides strategic technical leadership, influence, and expertise that drives the EDD's use of technology and business processes toward achieving the objectives identified in the future state vision of EDD20. As the senior most Enterprise Architect, the ITS III advises on and develops the enterprise information technology architecture direction of the organization and advises management and executive level staff on governance and policy that support achievement of the EDD strategic mission goals. The ITS III has extensive decision-making authority and directs the most critical/complex projects where the consequence of

error may have a serious detrimental effect on the operating efficiency of the organization. The Lead Enterprise Architect position represents one of the highest level of information technology expertise available in state service within the Software Engineering and System Engineering domains. Duties include access to information systems containing protected information, including federal tax information and state tax information, and personally identifying information.

The incumbent works collaboratively with the ITB management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

Percentage of Duties	Essential Functions
35%	The incumbent leads the evolution of the end state architecture aligning with the business goals and future state vision for EDD. Promotes and shares enterprise architecture principles, strategy and efforts that could impact the business application roadmaps and strategic solutions. Engenders technical strategies and shapes the environment for EDDNext, by implementing standards, policies and governance contributing to the overall EA reference design while maintaining system architecture across multiple platforms. Provides in-depth technical consultation to IT executives and senior management to ensure system architecture aligns with the enterprise strategic direction. Architects, designs, implements, and maintains system architecture across multiple platforms to best align proposed technology solutions with business strategies. Participates in determining the scope, plan and IT resources needed with innovative solutions that fulfill IT and business requirements. Leads initiatives using project management best practices and industry architecture frameworks. Advises external vendors, internal business groups, and IT groups regarding the EDD's enterprise architecture guideline. Drives Enterprise Architectural decisions.
20%	Reviews and analyzes existing application effectiveness and efficiency and develops improvement strategies where needed. Works with the senior leadership within IT and business to develop architecture priorities and direction to enable business imperatives. Influences key decisions for the technical and infrastructure architecture. Leads and facilitates the domain's architecture governance process based on governance structure. Advises the system and infrastructure configuration from application performance, scalability, and capacity perspective, defines end-to-end architectures, oversees and performs research studies and presentations that include recommendations, and instructions for proposed implementations; formulating logical descriptions of problems; and recommending optimum solutions. Understands the business needs for solutions. Influences the EDD to accomplish goals and needs through architecture activities. Understands developers needs in parallel with business needs. Demonstrates abilities to derive, define, and explicitly represent various artifacts within the EA framework. Develops and maintains project level and enterprise level model consistency and integration. Ensures that all new applications and solutions meet functional requirements, enterprise standards, and compliance related requirements.
20%	Advises IT and department leadership on application or infrastructure development in relation to EDD program and identifies when it is necessary to modify the

	technical/solution architecture to accommodate EDDNext project needs. Identifies and compares alternative solutions to determine the optimal solution that will meet enterprise needs. Works closely with teams and organizations as part of a planned transition to a desired future state. Uses industry standard Organizational Change Management methodologies and techniques to perform defined activities and tasks. Understands, facilitates, and communicates changes to processes to deliver desired value and goals of the department. Uses industry standard methodologies to perform process analysis to achieve project objectives. Develops and modifies technical specifications; develops and implements standards and controls. Contributes and advises in the planning of the overall organizational IT strategy. Designs, implements, and maintains system architecture across multiple platforms; and coordinates infrastructure system design, modifications, upgrades, and implementation. Promotes and maintains the alignment of EDD's enterprise architecture plans of technical systems with business-driven departmental goals. Works with multiple business units and technical teams to develop, define, implement, and maintain technical guidelines, existing and future deployed solutions, as well as make recommendations business-driven technology road-maps.
15%	Establishes an architecture assurance framework in accordance with best practices and State EA guidelines. Guides executive decision-makers to make accurate and timely decisions based upon architecture best practices. Ensures EA is in alignment with California Department of Technology standards and best practices. Establishes processes to monitor EDDNext project through its lifecycle to assure architecture changes align with the enterprise vision. Organizes teams, makes plans, assigns and tracks project work, and shares documents in plain view, keeping communications open, and progress transparent.

Percentage of Duties	Marginal Functions
5%	Develops a communication plan for architecture at the domain level. Leads and analyzes the information to evaluate the effectiveness of controls, determines the accuracy of reports, and monitors the efficiency and security of operations. Keeps ITB's technology and delivery managers aware of key issues, identifies, and resolves potential problems and conflicts.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☐ Required to assist customers on the phone   ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

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:

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:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	dmg	7/28/2022
☐ Exceptional allocation, STD-625 on file.		

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:

Supervisor: After signatures are obtained, make 2 copies:
- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file