

DUTY STATEMENT

Class Title Information Technology Specialist III (ITS III) Managed Care Solutions Architect	Position Number 802-352-1415-XXX
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COI Classification
 Yes No

Unit

Section

Branch
Enterprise Business Solutions Branch (EBSB)

Division
Business Operations Technology Services Division

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary:

Under general direction of the EBSB Chief (ITM II), the ITS III Managed Care Solutions Architect proactively and holistically leads and supports Managed Care solution development activities that guide the development and management of the Managed Care portfolio of solutions. The Managed Care Solutions Architect will provide strategic technical leadership, influence, and expertise that drive the Managed Care use of technology toward constant improvements and has the highest level of expertise in Software Engineering, System Engineering and Business Technology domains.

Supervision Received: The Managed Care Solutions Architect receives broad administrative and policy direction from the Enterprise Business Solutions Branch Chief and requires little or no direct supervision.

Supervision Exercised: None

Description of Duties: The ITS III will have a conceptual understanding of the Managed Care business goals, objectives, outcomes, business capabilities, value-streams, and business processes. The incumbent will understand the importance of the businesses vision and its importance in developing, delivering and the modernity of the Managed Care solution architecture. The incumbent will provide the necessary leadership, analysis and design to support the development of technology solutions to that ensure the solutions meet Managed Care program needs and align with DHCS architectural governance and standards. The incumbent will create deliverables for managing the DHCS Managed Care portfolio of "to be" and "as is" solutions, including systems, (applications, processes, information and technology), shared infrastructure services, and shared application services and components to enable and drive targeted business outcomes. The incumbent will work with all areas and domains of Enterprise Technology Services including Information Security Office, Enterprise Architecture, Medi-Cal Enterprise Systems Modernization etc., and across the DHCS organization. The incumbent will work closely with their peers to ensure continuity, communication and a shared architectural strategy.

Percent of Time Essential Functions

35% Develop Managed Care Architecture

- Lead evaluation, design and analysis for the implementation of a solutions architecture across a group of specific

Managed Care business applications or technologies based on enterprise business strategy, business capabilities, value-streams, business requirements and enterprise standards.

- Manage and develop the architecture for a broader scope of Managed Care projects, working closely with application architects that manage and design architecture for a single project or application or initiative.
- Develop a roadmap for the evolution of the Managed Care enterprise solution portfolio from current to future state, as defined by the solutions architecture.
- Act as a consultant on a broad range of technologies, platforms, and vendor offerings to drive targeted business outcomes.
- Create architectural designs to guide and contextualize solution development across Managed Care applications, technologies, processes, and information.
- Work closely with project managers to ensure the execution of plans corresponds with what is being promised throughout the project lifecycle.
- Provide consulting support to application architects to ensure the project is aligned with the overall enterprise architecture.
- Design and direct the governance activities associated with ensuring Managed Care solution architecture assurance and compliance.
- Define the principles, guidelines, standards, and solution patterns to ensure solution decisions are aligned with the DHCS future-state architecture vision.

20% Strategy and Planning

- Design and implement long-term strategic goals and short-term tactical plans for managing and maintaining Managed Care systems and software.
- Ensure that proposed and existing systems architectures are aligned with DHCS technical goals and objectives.
- Provide architectural expertise, direction, and assistance to state staff and contract business analysts, systems analysts, systems engineers, other systems architects, and software development teams.
- Develop, document, and communicate plans for investments in systems architecture, including analysis of cost reduction opportunities.
- Conduct research on emerging technologies in support of systems development efforts, and recommend technologies that will increase cost effectiveness and systems flexibility.
- Work closely with business, technical, and data architects to ensure an aligned and consistent strategy across DHCS and CHHSA.

20% Interpret Managed Care Business Needs

- Translate business and technical requirements into an architectural blueprint to achieve business objectives and documents all solution architecture design and analysis work.
- Work closely with the Managed Care program and stakeholders to develop a plan that can support current and future business requirements throughout the lifecycle.
- Understand business drivers and business capabilities (future and current state) and determines enterprise solution designs and change requirements to drive DHCS targeted Managed Care business outcomes.
- Develop business process and capability impact assessments.
- Oversee the development of end-to-end business process diagrams.

20% Assess Managed Care Technology

- Monitor the current-state solution portfolio to identify deficiencies through aging of the technologies used by the applications, or misalignment with business requirements.
- Support product managers in end of life product decisions to maintain, refresh or retire services, or systems, including

applications, technologies, processes, and information.

- Understand emerging technology trends and disruptions and their practical application to enable new and evolving business and operating models.
- Analyze the technology industry, and market trends, to determine their potential implications for a given solution.
- Analyze the business-IT environment to detect critical deficiencies, legacy, and technical debt, and recommend solutions for improvement.
- Facilitate or participate in the evaluation and selection of software product standards and services, as well as the design of standard and custom software configurations.
- Consult with application and infrastructure development teams identify when it is necessary to modify designs to accommodate the solutions architecture.

5% Marginal Functions

Reviews statewide information technology policies under the State Administrative Manual and Statewide Information Management Manual. Maintains knowledge of emerging technologies, and best practices through literature review and collaboration. Collaborate in the development of concept papers, plans, budgets, schedules, standards, and policies for large-scale projects of department-wide impact. Perform other duties as required. Comply with mandated trainings.

Personal Contacts

The Managed Care Solutions Architect has daily contact with departmental management and staff as well as other state agencies, vendors, consultants, and outside visitors.

Actions and Consequences

The Managed Care Solutions Architect exercises good judgment in making decisions affecting various aspects of the Enterprise Technology Services (ETS), especially concerning Managed Care production operations for the DHCS. Poor judgment and decisions can adversely impact the Department’s effectiveness. The effective and efficient support of this investment is the responsibility of ETS. Failure to exercise this responsibility properly can result in loss of integrity of systems, inaccurate administrative data, productivity losses, and/or data losses.

Other Information

The Managed Care Solutions Architect must possess strong leadership skills and have good written and verbal communication skills, and maintains current knowledge of the computer industry and participates in regular training to ensure the most up-to-date information is available in the performance of these duties.

Employee’s signature	Date
Supervisor’s signature	Date