

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist III	Lead Solution Architect
NAME OF INCUMBENT:	POSITION NUMBER:
	280-351-1415-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
EDDNext Project	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
EDDNext	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch (ITB)	July 2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input checked="" type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
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.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
<p>Under administrative direction of the Information Technology (IT) Manager II, the Information Technology Specialist III (ITS III) serves as the Lead Solution Architect and expert advisor in concepts and theories of solution architecture. The Lead Solution Architect 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 EDD. As the most senior solution architect for the EDDNext Project, the incumbent provides in-depth technical consultation to the IT leadership to ensure solution architecture aligns with project goals and the enterprise strategic direction. The incumbent provides master-level expertise in solutions architecture, leads the development of the information technology architect solutions strategy for the EDDNext Project, and provides solution frameworks to mitigate vulnerabilities. The incumbent works with IT branch senior leadership to develop architecture priorities and direction to enable business</p>	

imperatives. Advises management and executive level staff on governance and policy that support achievement of the EDD strategic mission goals.

The Lead Solutions Architect has decision-making authority and directs the most critical/complex solutions architect projects where the consequence of error may have a serious detrimental effect on the operating efficiency of the organization. Represents the highest level of information technology expertise available in state service within the Software Engineering and System Engineering domains. Duties may include access to information systems containing protected information, including federal tax information and state tax information, and personally identifying information.

As the EDDNext's most senior solutions architect, the incumbent advises on and develops the solutions architecture direction and advises management and executive level staff on related governance and policy that support achievement of the EDDNext's strategic mission goals. The incumbent possesses a depth and breadth of knowledge in multiple technologies, and is recognized as an industry expert in solutions architecture. The incumbent exhibits a mastery level of technical expertise in formulating technological strategy and policy in support of solutions architecture, the provision of strategic and tactical technical direction, and demonstrates cross-domain expertise at a deep technical level.

Percentage of Duties	Essential Functions
35%	<p>Expert Level Technical Lead and Advisor: The incumbent leads the continuous improvement of architecting solutions aligning with the business goals and future state vision for EDD. Reviews existing business processes and establishes metrics to improve business processes, Promotes and shares enterprise architecture principles, strategy and efforts that could impact the business application roadmaps and strategic solutions. Collaborates with other EDD architects to develop 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 solution architecture aligns with the enterprise strategic direction. Architects, designs, implements, and maintains solution architecture across multiple platforms to best align proposed technology solutions with business strategies. Provide architectural consulting expertise, direction, and assistance to software and system engineers, IT cloud engineers, and other architects. Participates in determining the scope, plan and IT resources needed with innovative solutions that fulfill IT and business requirements. Leads architecture solution 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. As a senior staff member of the EDDNext, the incumbent interacts closely with IT personnel, including the software engineering and systems engineering, the ISO, with product vendors and service providers and with the program departments.</p>
20%	<p>Lead Solutions Architecture Reviews and analyzes existing application effectiveness and efficiency and develops improvement strategies where needed. Documents and develops in-depth knowledge of EDD's existing IT architecture/infrastructure, and technology portfolio. Develops and manages an IT capacity plan for EDDNext. Collaborates with the other EDDNext lead architects to develop, document, communicate, and enforce the EDDNext architecture standards policy, with lead responsibility for developing architecture solutions strategy and policy. Develops Continuous Integration and Continuous Delivery (CI/CD) pipeline including code merging and branching design, automated release process. Leads Application Programming Interface (API) designs, develop code quality scan tool standards including automated unit test code coverage efforts. Implements API management using API management technologies that include API proxies, mashups, rate limiting, security, analytics, monetization and developer portals. Leads and conducts research on emerging technologies in support of solutions architecture efforts,</p>

	<p>such as application/infrastructure development, and recommends technologies that will increase cost effectiveness and flexibility. Provides solution frameworks to mitigate SANS Top 25/OWASP Top 10 vulnerabilities. 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 EDDNext to accomplish goals through architecture activities. Understands developers needs in parallel with business needs. Derives, defines, and explicitly represents 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. Works on highly complex projects that require in-depth knowledge across multiple specialized architecture domains.</p>
20%	<p>Lead Solutions Research</p> <p>Advises IT and department leadership on application or infrastructure development in relation to EDD programs 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. Collaborates with the EDDNext lead architects to develop, document, make recommendations, and communicate plans for investing in appropriate technologies in support of the EDDN project, including analysis of cost reduction opportunities. Designs, develops, and oversees implementation of end-to-end IT integrated systems. Develops and executes test plans to check IT infrastructure and systems technical performance. Reports on findings and makes recommendations for improvement. 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 solution 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 for existing and future deployed solutions, as well as make recommendations business-driven technology roadmaps.</p>
15%	<p>Establishes an architecture solutions 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. Collaborates with other ITB lead architects to ensure solution architecture 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, develop Application security plan and shares documents in plain view, keeping communications open, and progress transparent.</p>

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)

Click here to enter text.

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

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	8/25/2022

Civil Service Classification
Information Technology Specialist III

Position Number
280-351-1415-002

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