

**DUTY STATEMENT**

Employee Name:	Position Number: 580-150-1415-XXX
Classification: Information Technology Specialist III	Tenure/Time Base: Permanent / Full-Time
Working Title: Enterprise Innovation Architect	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Division Office

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.

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.

**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**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

Under the administrative direction of the Chief Technology Officer and the Chief Information Officer, the Information Technology Specialist III (ITS III), acting as the Enterprise Innovation Architect, works with the Enterprise Architecture Services, Enterprise Platform Services, Enterprise Cloud Services and various other Sections to arrive at architecture direction that is pertinent to the success of both business and technology of the future of CDPH.

## 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% Innovation Leadership, Policy, & Strategy

Plans, organizes, directs, monitors, and matures the activities of CDPH Information Technology and Business. Provides leadership, vision, and direction to highly technical staff including architects, engineers, modelers, integrators, administrators.

Leads the development and facilitation of policies, standards processes/procedures, and oversees execution of product and feature roadmaps. Develops and matures the Department's technology approach, strategic plans, roadmaps, standards, and models in support of business needs. Develops and maintains the framework and governance processes. Defines and develops data and analytic performance metrics, key performance indicators (KPIs), and dashboards to measure, mature, and communicates the quantity, velocity, and value of the Department's services.

Partners with IT and Business leadership as needed while building strong relationships with other department program leaders, as well as other ITSD branches/sections to ensure the team meets expectations and contributes to achieving the Department's business goals. Adapts to changing business needs and processes with supporting technologies. Clearly communicates complex technical information in a variety of formats and forums to stakeholders and executives.

### 30% Innovation Services Delivery and Governance Oversight

Identifies, researches and introduces innovation to appropriate CDPH IT and Business units. These innovation services may include domains like Cloud, Platform, Data, Security, etc. Participates, and works with teams responsible for Cloud, Platform Services, Application Development (DevSecOps), etc. and helps these units mature services over time.

Participates as domain expert in the CDPH Enterprise Architecture Governance board and helps make architecture decisions in the areas of Cloud, Platform, DevSecOps, Data, etc. Participates in initiatives, projects, and maintenance & operation activities to guide/enforce architecture decisions.

### 10% Collaboration with other IT and Business Leaders

Builds relationships and collaboration across diverse stakeholders and subject matter experts.

Understands, prioritizes, and balances multiple stakeholder priorities. Works with the Information Security Office (ISO) to ensure platform products are effectively secured and risks are mitigated. Enhances service delivery techniques by promoting collaborative development, developing user story strategies, and operating a metric-driven environment. Collaborates with the Enterprise Architects, Enterprise Portfolio Management Office, Business program leaders, and other subject matter experts to plan future projects, department initiatives, and other strategies. Emphasizes a customer focus through ownership and collaboration.

**10% Collaborate with Agency, State, and beyond**

Oversees the implementation of, and adherence to, State IT policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Public Health Administrative Manual (PHAM), Technology Letters, the State's IT Strategic Plan, and IT-related Executive Orders and budget letters. Ensures compliance with legislated program mandates. Works closely with ISO on all security audits and assessments, as required by the Department of Military, California Department of Technology, California Health and Human Services Agency, Health Insurance Portability and Accountability Act (HIPAA), California Office of Health Information Integrity (CALOHII), and State Auditor.

**10% Resource Demand Management, Upskilling & Retention**

Demonstrates strong talent management skills, including talent development, mentoring, and team motivation. Develops a workforce strategy to meet the current and future data needs, with the goal of expanding the team and being its own branch. Identifies and addresses upskilling gaps and needs in resources and develops training strategies and plans. Monitors resource allocation across teams to ensure each team has the skills and capabilities needed to achieve their objectives. Builds a culture that supports continuous learning, collaboration, and transparency.

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

**5%** Performs other job-related duties as assigned.

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.		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.)	
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 10/26/2022		