EDD **Employment Development Department**
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
Information Technology Specialist I	Enterprise Architect Specialist
Name of Incumbent	Position Number
	280-343-1402-009
Section/Unit	Supervisor's Name
Enterprise Architecture	
Division	Supervisor's Classification
Technology Governance	Information Technology Manager I
Branch	Duties Based on:
Information Technology	☒ Full Time ☐ Part Time - Fraction
	Revision Date
	10/26/2022

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.)*

Occasional travel may be required for offsite meetings or training.

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 the direction of the Information Technology (IT) Manager I, the Information Technology Specialist (ITS) I serves in the System Engineering domain as an Enterprise Architect Specialist and is responsible for the development, maintenance, evolution, and use of the EDD's Enterprise Architecture (EA). Duties include assisting in creating innovative solutions and future-state architectures, determining gaps from current state, and developing roadmaps that guide the progress of the EDD's business, data, systems, and technologies. The incumbent also provides consultative services to project teams, other architects, governance bodies, and other business and technical areas, as well as maintains current knowledge of evolving technologies and industry trends to determine potential impact to the enterprise and its architecture.

Over time, the incumbent will progress through the ranges of the ITS I class, and the work will increase in complexity as more experience is gained. An incumbent in Range A will perform all duties with some assistance, an incumbent in Range B will perform the same tasks with little assistance, and an incumbent who has reached Range C will perform all tasks independently, and assist newer staff in the process as needed.

Works collaboratively with the Technology Governance Division management team and staff, briefs and advises managers, exercises initiative, independence of action and originality, 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 maintain consistent, predictable attendance in the performance of these specific functions.

The incumbent contributes toward the growth of the IT Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
35%	Develops, maintains, and participates in the evolution of the EDD's EA, which includes the business, data/information, application/solution, and technical architecture domains, and ensures integration between architectural viewpoints. Leads in facilitating business and technical discussions to shape future direction. Advances the understanding and documentation of technology and data use across the enterprise. May develop future state architectures that include innovative solutions for advancing the EDD's use of technology in support of its business goals and objectives. Analyzes business strategies, needs, priorities, and the current technology environment in order to detect critical gaps and to develop architecture requirements across all domains. Assists in developing roadmaps for achieving the future state. May create EA deliverables, including drawings and mappings.
30%	Participates in architecture governance processes. Assists in the development of new policies, standards, and guidelines that direct the selection, development, implementation, and use of information technology. Leads the maintenance of current information technology policies, standards, and guidelines. Provides technical guidance and consulting to team members, technical staff, and vendor consultants to support the design, development, and implementation of enterprise-wide, complex initiatives.
15%	Identifies and tracks areas of innovation in EA and IT. Analyzes industry, technology, and market trends to determine their potential impacts on the enterprise's strategy and architecture requirements. Assesses the readiness of emerging standards and technologies for adoption.
15%	Reviews and recommends approval or denial of software and hardware deviating from EDD standards. Conducts research, coordinates with subject matter experts, ensures architectural alignment, and presents best solutions to meet business needs.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing:	Infrequent (7-12%)	Sitting:	Constant (76-100%)
Walking:	Infrequent (7-12%)	Temperature: Environment	Temperature Controlled Office
Lighting:	Artifical Lighting	Pushing/Pulling:	1-25% of the time
Lifting:	1-25% of the time	Bending/Stooping:	1-25%
Other:	N/A		

Type of Environment: a. High Rise   b. Cubicle   c. Select   d. Select

Interaction with Public: a. N/A   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

N/A

Civil Service Classification
IT Specialist I

Position Number
280-343-1402-009

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 (Print)

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 (Print)

Supervisor's Signature   Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials	Date approved
dmg	10/28/2022

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:

**   **AFTER SIGNATURES ARE OBTAINED:**
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**