Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Manager I	Working Title Enterprise Architecture Office, Manager
Name of Incumbent	Position Number 280-343-1405-013
Section/Unit Enterprise Architecture	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Manager II
Branch Information Technology	Duties Based on: ☒ Full Time ☐ Part Time - Fraction
	Revision Date 7/11/2018

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 general direction of the Information Technology Manager II, the incumbent serves primarily in the System Engineering Domain as the functional and technical manager over the Enterprise Architecture Office (EAO) in support of the Department's mission critical, high profile projects in one of the most complex technical environments. As an IT Manager I, the incumbent applies mastery-level knowledge to plan activities within the most complex Enterprise Architecture Service areas.

The Enterprise Architecture (EA) program, within the Employment Development Department (EDD), is a customer-focused / business-enabling program that supports the EDD's strategic goals by providing technology research, analysis, and roadmaps that align planning activities and technology standards with an agreed upon future state architecture. The incumbent will lead the Enterprise Architecture (EA) program, the architectural solutions and technology standards body. In support of the Information Technology Branch (ITB), the EAO works to establish and implement the Department's vision for new development and migration of existing programs to new technologies that ensure the sustainability of EDD's enterprise architecture. The incumbent ensures integration of the architectures and solutions of architects within specific domains in ITB including the information domain, the application domain, and the technology domain (all of which align to the Business Technology Domain, Client Services Domain, Software Engineering Domain, Information Security Domain, IT Project Management Domain, and System Engineering Domain)

The incumbent is responsible for ensuring staff succession planning, staff upward mobility, and staff training. The incumbent ensures staff continue to maintain current knowledge of evolving industry trends, best practices, and standards; disseminates this information; and modifies the enterprise architectures (e.g. business, information, applications, and technology) accordingly to sustain their long-term integrity and reliability.

The incumbent contributes toward the growth of the Information Technology 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
25%	Manages the Enterprise Architecture Office and supervises technical specialists who provide Enterprise Architecture services in one of the most complex technical environments, in support of the Department's mission critical projects. Plans, directs, prioritizes, and monitors activities involving EDD projects. Guides, mentors and trains staff to perform complex assignments. The incumbent applies mastery-level knowledge to plan activities within project areas. The incumbent directs the activities of staff responsible for mission critical projects. The incumbent plans long range activities, ensuring the projects remain on schedule, ensuring providing and ensuring technical solutions are consistent with the Department's and branch's strategic direction, and keeping management informed and apprised of changes required to support the on-going systems to meet the needs of the Department.
25%	Represents the EDD and collaborates with the California Department of Technology (CDT), provides leadership for the State of California's information technology programs, and works collaboratively with other information technology leaders throughout state government. Leads ITB's Enterprise Architecture Governance, ensuring technologies meet the EDD business vision, and complies with the IT standards, policy and procedures. The incumbent serves as the integrator of standards from architects within the information, application, and technology domains including networks, security, and platforms. Establishes policies, standards, best practices, templates, and tools to support the understanding, application, implementation and compliance of the Enterprise Architecture across all domains and platforms. Provides expert-level leadership, consulting, and guidance to EDD program Deputy Directors, Chief Information Officer, Information Security Officer and IT executives on architecture issues. Provides expert-level advice and direction to project team members, technical staff, and vendor consultants to ensure development and migration efforts are consistent with the vision of the Enterprise Architecture Office. Represents the EDD on committees to establish statewide enterprise architecture standards and policies.
25%	Responsible for planning, organizing, and directing the activities of technical staff in the development and implementation of the EDD Enterprise Architecture Office, including working with the architects from Department of Technology Services, EDD Matrix Architects, and all of the EDD's major projects and existing systems to ensure interoperability and maintainability across diverse and complex technical platforms serving both internal EDD users and external entities consisting of other departments and external users.
10%	Participates as an active member of the TGD Management Team. Works collaboratively with the TGD management team & staff, briefs and advises management, exercises a high degree of initiative, independence of action and originality, and demonstrates tact and good judgment. S/he must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

10%	Develops staff and carries out Department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. The incumbent demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.

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:	Not Applicable	Temperature:	Temperature Controlled Office Environment
Lighting:	Not Applicable	Pushing/Pulling:	Not Applicable
Lifting:	Not Applicable	Bending/Stooping:	Not Applicable
Other:			

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

Interaction with Public: a. Select   b. Select   c. Select.

5. SUPERVISION

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

3 IT Specialist II; 2 IT Specialist I

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.

Civil Service Classification
Information Technology Manager I

Position Number
280-343-1405-013

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
MH	9/5/2018

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**