



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1415-002

ACTIVE

CURRENT
PROPOSED

Table with 12 columns: 1. DIVISION, 2. REGION OR BRANCH, 3. REPORTING UNIT NAME, 4. POSITION CITY, 5. CLASSIFICATION TITLE, 6. WORKING TITLE, 7. POSITION NUMBER, 8. PREVIOUS POSITION NUMBER, 9. CBID/BARGAINING UNIT, 10. WORK WEEK GROUP, 11. TENURE, 12. TIME BASE

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? [X] Yes [ ] No
This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests.

14. CPC ANALYST APPROVA T. Cortez-Guardado 15. DATE APPROVEI 11/18/2022

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the administrative direction of the Section Manager (ITM II), the Product Architect, Information Technology Specialist (ITS) III, is responsible for performing the activities required to discover concepts and theories for enterprise architecture.

The Product Architect acts as the technical manager and solution/application architect. The Product Architect is responsible for defining, developing, designing, document, coordinating, and integrating the products managed within the Section.

The ITS III performs Technology Project Management and Software Engineering domains and duties related to the architecture, development, integration, operation, and maintenance of infrastructure and software systems including user research, user-centric design, development or configuration, testing, and implementation.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

35% Architecture and Technical Lead (E)
Provides mastery-level expertise and guidance for the design and implementation of the department's systems and technology. Evaluates and recommends new and emerging technologies needed to achieve operational objectives to align with strategic organizational goals.

25% Project and Relationship Management (E)
Leads and coordinates departmental digital transformation projects and activities. Guides the development of plans and artifacts to obtain internal and external project approval.



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budget to the specification of business users. Ensures the required process for project is supported and provides associated documents and approvals. Ensures compliance with the complete range of System Development Life Cycle (SDLC), Change Management, Enterprise Project Management, Workflow Framework, and similar processes and tools. Participates in vendor and consultant procurement and selection process. Assists with project risk analysis and project lessons learned collection and improvements.

- 20% **Communication and Working Relationships (E)**  
Leads the evaluation and recommendation of new technology, proposed future technology, trends, technical components, interfaces, protocols, and architectures. Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives. Effectively communicates and explains complex technology concepts and problems to departmental executive leadership and oversight agencies in layman's terms. Advises management on the formulation of IT strategy, policy, and governance in support of enterprise architectural objectives and technology modernization. Effectively integrates updated specifications and requirements into the systems architecture.
- 10% **Knowledge Management and Skill Development (E)**  
Assesses training needs related to the application of technology. Trains other team members on new enhancements and domain specific topics. Researches and understands business drivers and business capabilities (Current State and Future State) and determine the corresponding enterprise system designs and change requirements to drive targeted business outcomes.
- 10% **Other Duties as Required (M)**  
Performs other duties as required, including but not limited to training, research, consulting, and/or unplanned projects and initiatives.



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### 18. SUPERVISION RECEIVED

The ITS III reports directly to and operates under the administrative direction of the Section Manager (ITM II).

### 19. SUPERVISION EXERCISED AND STAFF NUMBERS

The ITS III is the technical expert over a multi-functional, highly complex project. The ITS III does not supervise but may act as a lead to others and will be regarded as the Subject Matter Expert.

### 20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works indoors in an office setting, in a cubicle. Will access a computer, sit for periods of time, and attend meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

### 21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

DMV operates 24/7. Incumbent may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out-of-town classes or conferences.

Maintain effective communications with multiple management levels within the division, department, contractor representatives, State control agency administrators and State, Federal and local government entities.

Continuously demonstrate a commitment to professional development for self and team.

### 22. PERSONAL CONTACTS

The ITS III communicates with DMV's Executive Office, Department of Finance, California Department of Technology, and the California State Transportation Agency on project status. The ITS III maintains relationships and communicates with management, business and technical teams, vendors, internal and external stakeholders.

Communications are by phone, email, in person, and mail. Interactions may be general, confidential, sensitive or informative.



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**23. EMPLOYEE ACKNOWLEDGMENT**

*I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)*

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

**24. MANAGER/SUPERVISOR ACKNOWLEDGMENT**

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE



DEPARTMENT OF MOTOR VEHICLES
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