

# **DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT**

716-1415-002

	CURRENT
X	<b>PROPOSED</b>

1. DIVISION		_ 2. REGION OR BRANCH	
Information Systems Division	on	Enterprise Applications Bra	anch
3. REPORTING UNIT NAME		4. POSITION CITY	
DL/ID Product Section		Sacramento	
5. CLASSIFICATION TITLE		6. WORKING TITLE	
Information Technology Sp	ecialist III	Product Architect	
7. POSITION NUMBER		8. PREVIOUS POSITION NUMBER	
716-1415-002		716-1402-012	
9. CBID/BARGAINING UNIT	10. WORK WEEK GROUP	11. TENURE	12. TIME BASE
M01	E	Permanent	Full-Time
13. CONFLICT OF INTEREST CLASS	SIFICATION (GOV. CODE 87300, E	T SEQ.)? 🛛 Yes 🔲 No	
This position is designated unde	er the Conflict of Interest Code. 1	Γhis position is responsible for maki	ng or participating in the making of
governmental decisions that m	nay potentially have a material	effect on personal financial interes	sts. The appointee is required to
complete Form 700 within 30 cappointment.	days of appointment. Failure to	comply with the Conflict of Interest	Code requirements may void the
14. CPC ANALYST APPROVA	. Cortez-Guardado	15. DATE APPROVEI 11/18/202	2

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. Assignments require an advanced level of organizational understanding to bridge the strategic intent and practical technical application. In addition, advise management on formulating IT strategy, policy, and governance for the modernization project and enterprise wide.

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 possesses a wide and deep practical technical knowledge base, which includes emerging "cutting-edge" technologies. The ITS III is recognized as an industry expert in their area of specialization, exhibits a mastery level of team leadership qualities, and plays a major part in formulating technological strategy and policy. The ITS III has extensive decision-making authority and directs the most critical/complex projects.

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

35%

(in descending order)

## 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. Provides strategic and technical leadership, influence and expertise to drive continuous improvement of the DMV modernization project's use of technology. Performs architectural analysis of existing systems, proposed architectural solutions, and architectural requirements, as well as dependencies of proposed system changes. Identifies opportunities for technology efficiencies, consolidation, reuse and retirement of obsolete technology. Leads the creation, review and analysis of technical and architectural deliverables, work products, technical analysis, and design documents. Provides mastery-level architectural guidance, technical project management and coordination, planning, and direction to ensure that the unique product and technology domains stay aligned throughout the project lifecycle. Assesses and monitors vendor and state-staff software development projects' compliance with contract terms and technology best practices. Evaluates current IT assets and emerging technology trends to forecast and recommend future technology acquisitions. Creates and develops architectural design/framework for the product. Serves as mastery-level technical advisor role to the team. Identifies and designs integration endpoints between the new and existing systems. Defines, develops, designs, documents, coordinates, leads the maintenance, and integrates the products managed within the Section.

### **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. Controls allocated budgeted funds and staff resources to carry out projects, and responsible for resource management and resource conflict resolution for assigned projects. Provides resource oversight to ensure projects are accomplished on schedule and within

25%



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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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The ITS III reports directly to and operate	s 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.

#### 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 ACKNOW	LEDGMENT	
4. MANAGENSOFERVISOR ACKNOW	LEDGIMENT	
I certify this duty statement re	presents a current and accurate descrip ve discussed the duties of this position v	



# DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

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716-1415-906

	CURRENT
X	<b>PROPOSED</b>

1. DIVISION		_   2. REGION OR BRANCH	
Information Systems Division	on	Enterprise Application	ns Branch
3. REPORTING UNIT NAME		4. POSITION CITY	
DL/ID Product Section		Sacramento	
5. CLASSIFICATION TITLE		6. WORKING TITLE	
Information Technology Sp	ecialist III	Product Architect	
7. POSITION NUMBER		8. PREVIOUS POSITION NU	MBER
716-1415-906			
9. CBID/BARGAINING UNIT	10. WORK WEEK GROUP	11. TENURE	12. TIME BASE
M01	E	Permanent	Full-Time
3. CONFLICT OF INTEREST CLASS	SIFICATION (GOV. CODE 87300, E	T SEQ.)? ⊠ Yes □ No	
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governmental decisions that m	ay potentially have a material	effect on personal financial	interests. The appointee is required to
complete Form 700 within 30 cappointment.	lays of appointment. Failure to	comply with the Conflict of I	nterest Code requirements may void the
A CDC ANALYCT ADDDOVA	. Cortez-Guardado	15. DATE APPROVEI 11/1	8/2022

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35% Architecture

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