DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

706-1415-002

ACTIVE

☐ CURRENT
☒ PROPOSED

1. DIVISION Information Systems Division	**2. REGION OR BRANCH** Enterprise Applications Branch
3. REPORTING UNIT NAME VR Product Section	**4. POSITION CITY** Sacramento
5. CLASSIFICATION TITLE Information Technology Specialist III	**6. WORKING TITLE** VR Product Architect
7. POSITION NUMBER 706-1415-002	**8. PREVIOUS POSITION NUMBER** 706-1402-011

9. CBID/BARGAINING UNIT R01	**10. WORK WEEK GROUP** E	**11. TENURE** Permanent	**12. TIME BASE** Full-time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? ☒ 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. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. EMPLOYEE PULL NOTICE PROGRAM (VEHICLE CODE SECTION 1808.1.)? ☐ Yes ☐ No

This position requires enrollment into the DMV's electronic Employee Pull Notice (EPN) Program. Enrollment is required for team members who are in a position that meets one or more of the criteria outlined in the DMV EPN policy.

15. CPC ANALYST APPROVA E. Antonio	**16. DATE APPROVED** 3/08/2023

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

17. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under administrative direction of the Section Manager (ITM II), the Product Architect, Information Technology Specialist (ITS) III, performs activities related to discovering 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 knowledge 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 duties related to IT Project Management and Software Engineering, including but not limited to Enterprise Architecture, Software Architecture, Software development, Software Integration and Product Management.

18. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

35% — **Architecture and Technical Lead (E)**

Leads, plans and provides mastery-level expertise and guidance for the design and implementation of the department's systems and technology, and to drive continuous improvement of the DMV's use of technology. Evaluates, analyzes, and recommends new and emerging technologies needed to achieve operational objectives to align with strategic organizational goals. 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 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. Evaluates current IT assets and emerging technology trends to forecast and recommend future technology acquisitions. Architects and develops design/framework for the product. Identifies and designs integration endpoints between the new and existing systems. Defines, develops, designs, documents, coordinates, and integrates the products managed within the Section.

25% — **Project and Relationship Management (E)**

Leads and coordinates departmental digital innovation and modernization projects and activities. Guides the development of plans and artifacts to obtain internal and external project approval. Oversees and manages resources to ensure projects are accomplished on schedule and within budget to the specification of business users. Ensures the required process for project is supported and provides associated documents and approvals, and ensures projects are incompliance 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. Assesses and ensures vendor and state-staff software development projects' compliance with contract terms and technology best practices. Performs risk assessments and project risk analysis to develop response strategies in order to control or reduce risk and document lessons learned for future 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. 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)**
Researches and understands business drivers and business capabilities (Current State and Future State) and determines the corresponding enterprise system designs and change requirements to drive targeted business outcomes. Assesses training needs related to the application of technology. Trains other team members on new enhancements and domain specific topics

10%   **Other Duties as Required (M)**
Performs other job-related duties as required, including but not limited to training, research, consulting, and/or unplanned projects and initiatives.

18. SUPERVISION RECEIVED

The ITS III reports directly to and operates under the general 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.

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 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