

Department of Toxic Substances Control
Position Duty Statement



Classification Title Information Technology Specialist III	Department Department of Toxic Substances Control
Working Title Principal Data Architect (PDA)	Office/Unit/Section/Geographic Location Office of Environmental Information Management/Enterprise Architecture & Data Services/Sacramento Headquarters
Position Number 810-250-1415-005	Effective Date

Primary Domain: Software Engineering; Secondary Domain: Systems Engineering.

General Statement: Under the general direction of the Chief Data Officer (CDO), the Information Technology Specialist III (ITS III) works as the Principal Data Architect (PDA) and is in charge for providing the technical leadership, direction, training plans and coordination of work activities and resources for the Enterprise Architecture and Data Services (EADS) Branch. The PDA is responsible for the implementing the data strategy and architecture for the domain which meets business and enterprise needs, and to deliver design blueprints/artifacts that enable that architecture to be built and operated, as well as appropriately validated roadmaps. This role uses expert skills and knowledge to define and deliver data solutions and to contribute to the development and implementation of IT plans in line with the overall strategy of IT and the business. The PDA is the Lead Data Architect on major data programs. Duties include, but are not limited to:

A. Specific Activities: Essential (E) / Marginal (M) Functions

45% (E) Architecture & Strategy

Lead the design, development, implementation and maintenance of complex data systems and solutions for large data projects and programs. Work with IT teams, business analysts and data analytics teams to understand data consumers' needs. Translate high-level business requirements into data models and appropriate metadata, test data, and data quality standards. Lead collaborative teams working with other program areas within DTSC to ensure that all solutions are complete, operable, conform to business processes, and meet the business needs with the agreed quality of service. Ensure the end-to-end solution is fit for purpose, meet the needs of business, the agreed requirements, and are both pragmatic and supportive of the strategic architecture direction.

35% (E) Data Management

Simplify the existing data architecture, delivering reusable services and cost saving opportunities in line with the policies and standards of the organization. Develop conceptual, logical, and physical data models to support data analysis and business intelligence. Create and maintain current- and target-state data architectures. Define and manage standards, guidelines, and processes to ensure data quality. Ensure technology solutions are in alignment with data architecture principles and target state. Oversee end-to-end data life cycle management activities. Evaluate and recommend emerging technologies for data management, storage, and analytics.

15% (E) Data Governance

Lead and participate in the peer review and quality assurance of project architectural artifacts across DTSC through governance forums. Report key architecture decisions and implications to the architectural governance forums. Provide mentoring and coaching for team members across the EADS branch.

5% (M) Administrative Tasks

Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely

and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date. Perform related duties as required to fulfill the DTSC's mission, goals, and objectives; assist where needed within OEIM, which may include special assignments. Attend staff meetings and perform other duties when required.

B. Supervision Received

The ITS III reports directly to and receives most assignments from the Chief Data Officer (CDO). However, direction and assignments may also come from the Chief Information Officer (CIO), Chief Technology Officer (CTO), Information Security Officer (ISO), Chief Deputy Director, Director, and other IT Managers. The ITS III may also receive direction on Agency-wide projects and activities from the Agency Information Officer (AIO) or the Agency Information Security Officer (AISO).

C. Supervision Exercised

None. May serve as a lead and mentor.

D. Administrative Responsibilities for Supervisors and Managers

None.

E. Personal Contacts

The incumbent has regular contact with all levels of DTSC staff, staff from other BDOs within CalEPA, and outside vendors to coordinate and implement technical changes. This interaction might involve highly sensitive data or legal activity and may be of a confidential nature. Consults with or advises management, administrative or executive staff on the planning, development, implantation, and coordination of IT issues.

F. Actions and Consequences

If the job is performed inadequately, consequences could include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunity and budget implications.

G. Functional Requirements

The incumbent works primarily on a desktop computer in a cubicle environment in a high-rise office building in downtown Sacramento. A flexible work schedule, including telework, is available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The incumbent may spend multiple hours a day on the phone or in meetings, interacting with customers, management and staff on detecting, reporting, and mitigating security breaches, intrusions, and employee misuse of systems and resources. The incumbent may work on sensitive, confidential, and controversial assignments. The incumbent must work well with others, accommodate changing priorities, work occasional irregular hours, and be able to meet critical deadlines. The incumbent will use a variety of office equipment, (e.g., computers, copiers, digital senders, videoconference equipment, etc.). May be required to travel to meetings, training, and the regional offices.

H. Other Information

The PDA will provide direction and oversight of highly technical staff responsible for the design of the DTSC future state for business and technology; provides leadership in project planning and management; provides consultation to customers, project teams, and executive management on aligning IT capital spending in a way that can be utilized for multiple lines of business and processes. The will participate and lead in strategic business and tactical planning, development and maintenance of policies, processes, standards, security, and procedures as they relate to enterprise architecture; consults with and advises the Director, Executive Staff, Program Managers, and Division Chiefs on IT and project matters as needed; meets and confers with high-level professionals from other States, Corporations, and Agencies regarding matters affecting the DTSC's lines of businesses, policies, and procedures; and, will represent the Department as a member on external enterprise architectural organizations or committees. The PDA provide master technical expertise in the service and support of the Department of Toxic Substances Control's (DTSC's) data center and multi-cloud environment. The position is

responsible for performing highly technical activities and tasks associated with implementation, operations, and maintenance of the physical, virtual, cloud technology, storage infrastructure, and monitoring systems that support critical data and applications used by the DTSC. The incumbent independently provides technical solutions consistent with industry standards and best practices in alignment with the DTSC, CalEPA (Agency) and State standards. This position requires the ability to plan, coordinate and direct the activities of data processing and other technical staff; develop and evaluate alternatives; make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; analyze data and effectively communicate ideas and information to staff and management; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; and successfully gain and maintain the confidence and cooperation of those contacted during the course of work. The incumbent must exhibit punctuality and dependability in executing the duties of this position.

I. DTSC's Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approved: