

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF TECHNOLOGY
STATE CHIEF ENTERPRISE ARCHITECT
OFFICE OF ENTERPRISE ARCHITECTURE
CEA B

Name:

Effective Date:

Organizational Setting and Major Functions

Under the general direction of the Chief Deputy Director/Deputy State Chief Information Officer, the State Chief Enterprise Architect (SCEA) shall lead the use of newer trends in enterprise architecture (EA) that support business digitalization and innovation to achieve statewide goals identified in the California Technology Strategic Plan or other directives. The SCEA is responsible for leading the development, maintenance, communication, and implementation of statewide enterprise architecture strategy, governance, and policies to develop architecture plans and models that drive the design and then delivery of digital services. Working across the State of California executive branch, the CSEA leads and coordinates all aspects of the State's EA practice, including Business, Information, Solutions, and Technical Architecture, in alignment with Security. The SCEA will also drive enterprise architecture for the California Department of Technology (CDT), supporting CDT's dual role as control entity and service provider and will participate as a member of the CDT Executive Staff.

Essential Functions

- 30% Lead the effort to baseline the state's current digital services, set a vision and road map, and identify digital services no longer meeting needs and working with the departments owning the digital services to implement the architecture plan to transform the digital services. Based on the established vision and road map, develop, maintain, and implement needed policies, governance frameworks and operating models that will enable the delivery of digital service transformation across the State of California executive branch. The SCEA will work in conjunction with business and technology executives, enterprise architects, industry executives, and control agencies in establishing statewide EA frameworks and policies that affect the State. Provide input to new legislation proposed to strengthen the use of shared services and information across the state for functionality, efficiency, and appropriate adoptions of best practices as well as emerging technologies.

- 30% Build the EA practice to become an external management consultancy, offering services and skills to support the development and execution of business strategy. Work with business leaders to identify key drivers and targeted business outcomes to derive useful business context and actionable recommendations to make investment decisions about the next business and operating model of their organization, using technology to make that change happen. Lead analysis of the business' future-state capabilities and future (and current) IT environment to detect critical deficiencies and recommend solutions for improvement to drive the business forward. Identifies organizational requirements for the resources, structures and cultural changes necessary to support the enterprise architecture.

- 30% Serve as a member of CDT's Executive Staff; act as an advisor to the Director/State Chief Information Officer (CIO), Chief Deputy Director/Deputy State CIO, and the IT Executive Council on statewide policy decisions that affect Statewide and CDT's Enterprise Architecture strategy, standards, direction and alignment. Also work collaboratively with other CDT Offices on CDT statewide initiatives related to business solutions, technology service delivery, and technology procurements. The SCEA will work in conjunction with executives and Enterprise Architects from other State departments, industry executives, control agencies, and enterprise architect professional organizations in establishing statewide policies that affect the enterprise architecture of the CDT and its customers.
- 10% Provide executive oversight of personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives. Ensure that there is a diverse workforce throughout the Office; manage the Office's budget preparation and expenditure control including position management activities and management of vacancies; ensure that managers are doing their part to facilitate communication throughout the division; ensure that appropriate measures are taken when issues and problems arise in the administrative arena; and responsible for succession planning within the Office and ensure there are employees who can perform multiple functions.

Desirable Qualifications:

- Business experience in strategic and operations planning and/or business analysis.
- Experience in at least three disciplines, such as business, information, solution or technical architecture, application development, middleware, information analysis, database management or operations in a multitier environment.
- Experience in working with high-level executives across local, state or federal government or similar circumstances.
- Ability to obtain consensus from key stakeholders on statewide technology policy direction that will ensure progress toward the California Technology Strategic Plan or other directives.
- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state, local, and federal governments and the vendor community, as it relates to information technology.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively with the Administration, control agencies, Legislature, key customers, stakeholders and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.

- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
 - Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
 - Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.
 - Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals.
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- Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion.

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 the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

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

Chief Deputy Director

Date

H/R Analyst _____