



**Classification: Information Technology Specialist III**

**Working Title: Senior Technical Advisor**

**Position Number: 358-500-1415-005**

**Division/Unit: Information Technology Services Division / Deputy Director's Office**

**Assigned Headquarters: Sacramento Headquarters**

**Position Eligible for Telework (Yes/No): Yes**

### **Job Description Summary**

Under administrative direction of the Deputy Director and Chief Information Officer (CIO) of the Information Technology Services Division (ITSD), the IT Specialist III will serve as a Senior Technical Advisor providing expert level support to lead and influence the strategic direction for complex efforts and critical projects that include but are not limited to the areas of Technology Management, Business Strategy, IT Governance, and Enterprise Architecture. The Senior Technical Advisor will serve as a technology generalist providing expert advisor level support to lead and influence the technical and strategic direction of ITSD and acting as a representative of the Lottery for internal and external contacts. The duties for this position are focused in all six domains: Business Technology Management, Information Security Engineering, Client Services, Information Technology (IT) Project Management, Software Engineering, and System Engineering.

### **Job Description**

35% Advises on and/or coordinates the planning and delivery of organizational IT strategies and resources using both a business and IT development approach. Participates in ITSD strategic planning identifying goals and objectives that align to the Lottery strategic plan. Facilitates budgeting processes, including development of justifications and issue memos. Leads and facilitates ITSD governance processes. Establishes and implements effective decision-making methodologies that ensure impacts across multiple domains including project management, business technology management, security, client services, systems and software engineering are appropriately represented. Works with the ITSD Deputy Director and IT leadership staff to define ITSD's strategy or direction based on business needs and Lottery vision and direction. Makes strategic and informed decisions on allocating departmental resources to pursue this strategy. Provides consultation to procurement and vendor management teams to support technology procurements through preparation of product capability analyses, procurement justifications, and solicitation documentation. Prepares and presents recommendations, presentations, product demonstrations and decision-making analyses as assigned. Serves on committees as designated. Establishes the appropriate business level goals and objectives that align with IT key initiatives and develops operational plans according to business priorities to accomplish the overall Lottery vision and mission. Responsible for preparing reports required by the California Lottery Commission, Governor's Office, Auditors, and other external stakeholders at the discretion of the Chief Information Officer.



- 35% Works with and guides other technical architects and technology leadership to develop and deploy blueprints, principles, practices, guidelines, methodologies, standards, tools, models, services and systems across the Lottery enterprise to facilitate the development and ongoing maintenance of a technology management strategy and roadmap. Develops and modifies technical specifications; develops and implements standards and controls; contributes to the planning of the overall organizational IT strategy; design, and implementation. Provides direction and leads collaboration with business and technical resources to gather, analyze, and communicate requirements, design, development, test, and implementation details. Reviews and provides recommendations to management on technology, policy and procedural issues. Formulates, recommends, and leads implementation of information technology policies, practices, standards, processes, controls, and technical specifications. Advises management return on investment and proper resources to allow for informed IT development initiative prioritization based on the value of specifically targeted business outcomes to improve technology services. Performs analysis and develops plans for dealing with and leveraging new technology trends and business drivers to meet customer needs. Defines and advances portfolio management, business and technology intake and governance, and procurement.
- 25% Partners with the program areas and ITSD management to assist in developing project objectives and priorities, and to identify technologies that support the Department's business needs. Establishes relationships within the Division to collaborate and facilitate internal and external ITSD communication, improve customer satisfaction, and ensure service level agreements are met. Provides overall expert level project management leadership on related Lottery projects to ensure successful coordination and integration of all business and technical project activities throughout the project lifecycle. Provides in-depth technical direction to extended project team and other stakeholders. Informs and advises all levels of management on a wide variety of complex and sensitive IT issues. Develops and presents technical information to internal and external project stakeholders on an ongoing basis at the appropriate level of detail to effectively communicate progress, issues, status, and risks. Advises the Deputy Director of ITSD and Lottery senior management on issues affecting ITSD and their potential operational impact. Provides guidance and support to Lottery Executive staff and their divisions to implement their short and long range strategic plans. This includes establishing priorities for IT-related projects and technology requests; oversees the management of IT projects sponsored by Lottery Executive staff.
- 5% Perform other job-related duties as assigned such as but not limited to: developing/maintaining various documentation, acting as a project lead, and performing analysis and consulting services.

### Scope and Impact

- a. Consequence of Error: ITSD is responsible delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery



resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

The Senior Technical Advisor exercises good judgement in making recommendation affecting various aspects of the ITSD. Poor judgment and recommendations can adversely impact the team's effectiveness. The execution of ITSD's initiatives and efforts constitutes a significant investment in staff and material resources. The effective and efficient support this investment is the responsibility of the ITSD. Failure to use good judgment in performing the duties of this position could result in the loss of integrity of systems, loss of sales in draw games or Scratchers, and inaccurate administrative data.

b. **Administrative Responsibility:**

The Senior Technical Advisor functions as a high-level technical lead providing analysis, consulting services, project management functions, budgeting, project and portfolio oversight, and strategic recommendations to the CIO as a member of the Deputy Director's Office (DDO). The Senior Technical Advisor will work with and coordinate with all members of management and staff, vendors, and business stakeholders to assist the DDO in its oversight over ITSD activities and in the support of the CIO.

c. **Supervision Exercised and Received:** The Senior Technical Advisor is under general direction of and receives most assignments from the Deputy Director and Chief Information Officer (CIO); direction and assignments may also come from the extended Information Technology Services Division (ITSD) management team.

d. **Personal Contacts:** The Senior Technical Advisor interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.

### **Physical and Environmental Demands**

Not Applicable.

### **Working Conditions and Requirements**

The incumbent will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position has work hours from 8:00 a.m. to 5:00 p.m. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
- b. **Travel:** Statewide overnight travel may be required.
- c. **Other:** This position may also be required to carry a Lottery issued cell phone. This position may be required to be reachable outside of normal business hours.

### **Effective Date:**

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**NOTE:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned,



including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



### Duty Statement Instructions (Rev. 04/2023)

**NOTE:** After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

**Classification:** Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

**Working Title:** Enter the working title of the position if different from the legal class title.

**Position Number:** Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

**Division/Unit:** Enter the Division/Unit name where the position resides in the Lottery organization.

**Assigned Headquarters:** Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

**Position Eligible for Telework (Yes/No):**

**Job Description Summary:** Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

**NOTE:** To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

**Job Description:** This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

**NOTE: Spell out acronyms.** Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

**Scope and Impact:** Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

**Physical and Environmental Demands:** (Describe the physical environment of the main work location .....

**Working Conditions and Requirements:** Describe the following:

- a. Schedule:



## Job Description

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- b. Travel:
- c. Other:

**Effective Date:** Enter the effective date of the duty statement (employee appointment date).