

**DUTY STATEMENT**

ASD 045 (REV. 6/2022)

**Type of Duty Statement:** Proposed**Revision Date:** 08/30/2023**1. Position Information****A. Employee Name:****B. Position Number:**

817-410-1415-002

**C. CBID:**

M01

**D. WWG:**

E

**E. Effective Date:****F. Classification Title:**

IT Specialist III

**G. Working Title:**

Principal Enterprise &amp; Technical Architect

**H. Division:**

Technology Services

**I. Branch/Section/Unit:**

Enterprise Architecture &amp; Security Branch

**2. POSITION REQUIREMENTS****Special Requirement:** Check All that Apply

- Physical Requirements (Attach HSS 465-A)
- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

**A. Special Requirements Description, as applicable:**

N/A

**B. Conflict of Interest Required (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.

**3. SUPERVISION****A. Supervision Received:**

The incumbent reports directly to the Branch Chief, an Information Technology Manager II (ITM II), in the Enterprise Architecture & Security Branch (EASB) of the Technology Services Division (TSD).

**B. Supervision Exercised:**

None

**4. DUTIES AND RESPONSIBILITIES OF THE POSITION**

**CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS**

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

**GENERAL STATEMENT**

This is the expert advisor level. Under administrative direction of the Information Technology Manager II (ITM II), the Information Technology Specialist III (ITS III) serves as the Principal Enterprise & Technical Architect. The ITS III leads as an expert advisor level to continuously manage and improve Department of Child Support Services (DCSS) architecture in on-premises and on-cloud DCSS environments. The ITS III provides strategic and technical leadership, and mastery-level expertise to lead most complex projects to re-mediate business problems in the EASB, within the Technology Services Division (TSD).

|  |   |
|--|---|
| <b>A. Percentage of Time Performing Duties</b> | <b>B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).</b> |
|--|---|

**ESSENTIAL FUNCTIONS**

|   |   |   |  |  |  |  |   |
|---|---|---|--|--|--|--|---|
| <b>IT Domain:</b><br><i>Check All That Apply</i>              | <p><b>FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY</b></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Business Technology Mgmt.</td> <td><input checked="" type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input checked="" type="checkbox"/> IT Project Mgmt.</td> <td><input checked="" type="checkbox"/> System Engineering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Information Security</td> <td><input checked="" type="checkbox"/> Client Services</td> </tr> </table> | <input checked="" type="checkbox"/> Business Technology Mgmt. | <input checked="" type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> IT Project Mgmt. | <input checked="" type="checkbox"/> System Engineering | <input checked="" type="checkbox"/> Information Security | <input checked="" type="checkbox"/> Client Services |
| <input checked="" type="checkbox"/> Business Technology Mgmt. | <input checked="" type="checkbox"/> Software Engineering  |   |  |  |  |  |   |
| <input checked="" type="checkbox"/> IT Project Mgmt.          | <input checked="" type="checkbox"/> System Engineering  |   |  |  |  |  |   |
| <input checked="" type="checkbox"/> Information Security      | <input checked="" type="checkbox"/> Client Services   |   |  |  |  |  |   |

|      |  |
|------|--|
| 35 % | <p>Enterprise Architecture:<br/>Leads, plans, and designs the modernization of the DCSS Enterprise Architecture (EA) by closely working with the Principal Enterprise Applications Architect, Principal CyberSecurity Architect, Cloud Infrastructure Architect, and Enterprise Architects. Develops and leads the publication of the EA policies and guidelines aligned with State and DCSS requirements, and IT industry EA methodologies. Provides expertise to drive the department's use of technology toward constant improvements. Conducts research following EA principles and methodologies and to identify and solve business problems that align with the most complex IT strategy. Develops the enterprise information technology architecture direction of the department and advises management and executive level staff on governance and policy that support forward movement. Advises management and executives on the benefits, drivers, and financial merits of the enterprise architectural direction and guides business users with rational investment decisions and realize cost savings. Creates and verifies EA models that communicate solutions effectively to business users to ensure system changes meet the business user needs. Defines and develops EA road-maps to help establish the EA program to align with DCSS vision and objectives. Serves as the principal EA expert to domain architects and technical leads through projects by providing recommendations on project design and infrastructure simplification options to meet intended business outcome.</p> |
|------|--|

|      |   |
|------|---|
| 30 % | <p><b>Technical Architecture:</b><br/> Leads, plans, and documents updates to existing or implements new Technical Architecture (TA) standards, guidelines, and best practices, at an enterprise level. Leads and manages technical proof of concepts activities to ensure the successful architecture implementation to meet business requirements. Expert knowledge of modern, agile, scalable, and cloud-first technical architectures. Collaborates with Enterprise Architects, Security Architects, Infrastructure Architects, and Application Architects to ensure architecture solutions meets security requirements and adaptable to the future needs. Develops and leads the publication of the technical architecture standards and artifacts aligned with DCSS requirements and in alignment with IT industry best practices. Conducts research to identify architectural frameworks, methodologies and tools in Azure cloud. Leads the design, development, review, and maintenance of the current TA approach and advises management and executives on changes that support forward movement. Expert knowledge of the use and implementation of the tools and technologies used in the department to provide strategic technical leadership to EASB members.</p> |
| 20 % | <p><b>Communication and Project Management Engagement:</b><br/> Builds partnerships with internal and external partners to lead discussions with internal teams, external government agencies, and vendor partners. Documents and relays status reports into clear and understandable business terms to the Executives. Develops and steers procedures and processes to assess architecture policies and analyzes their business impacts to ensure compliance with DCSS and oversight agencies requirements. Coaches EASB members on the architecture policies, standards, and guidelines. Facilitates EA forums and shares updates with DCSS and Local Child Support Agency (LCSA) Executives, management, and staff. Develops and presents technical information to internal and external project stakeholders on an ongoing basis at the appropriate level of detail to effectively communication progress, issues, status, and risks. Leads the EA visioning process by preparing documentation and presentations to garner support from all levels.</p>  |

|      |   |
|------|---|
| 10 % | <p>System and Solution Support:</p> <p>Serves as the key advisor to management on implementing technical changes to the architectures, applications, and systems, that may have impact across the organization. Establishes and maintains strategies, principles, procedures, software maintenance, and operations activities. Maintains fundamental technical design structures and principles of system architectures and applications. Advises and consults other technical and domain architects, and developers regarding the most complex technical architecture design and implementation solutions in the following areas: Online Architecture, Batch Architecture, Integration Architecture, Application Security Architecture. Collaborates with TSD team members to identify and resolve the most complex issues, coordinate and ensure accurate problem definition, and resolution. Develops and tests architecture modules along with documenting and communicating plans with TSD management and staff.</p> |
| 0 %  | N/A   |

**MARGINAL FUNCTIONS**

|       |  |
|-------|--|
| 5 %   | Assists Chief Information Officer (CIO), EASB IT Manager II, and other DCSS Managers & Supervisors in responding to initiatives. Maintains effective liaison with all levels of the DCSS Executives, management and staff, other public agencies, and the DCSS vendor community. Performs special assignments or projects for the Director's Office on matters dealing with EA or TA. Represents EASB and TSD on special teams projects. |
| 100 % | <b>TOTAL</b>   |

**5. WORKING ENVIRONMENT AND CONDITIONS**

**Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

**Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

**6. OTHER RESPONSIBILITIES**

**A. Independence of Action and Consequences:**

Child Support Enforcement has critical timelines and political and financial ramifications. Poor participation, judgment, and decisions can adversely affect the success of the Child Support Program. Failure to identify risks and issues in a timely manner could result in slippages in schedule and increased costs. Poor communication and coordination can adversely affect the Child Support Program and the children of California.

Incumbent is responsible for independent work within business constraints; recommendations to executives; decisions for projects and outputs; and program, project, and staff decisions and actions. Consequences may have statewide and enterprise-wide impacts, including lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications.

**B. Personal Contacts:**

The incumbent has contact with departmental managers; supervisors; DCSS, state and Local Child Support Agency staff; governmental agencies; contractors; interface partners; and vendors.

**C. Administrative Responsibilities (Supervisory/Managerial Class Only):**

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports and annual performance appraisals summaries; monitor employee performance and, if necessary, utilize performance management principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

**7. Acknowledgements**

**A. Employee's Acknowledgement:** 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 ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation:  Yes  No

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

**Employee's Name (Print):**

**Employee's Signature:**

**Date:**

**B. Supervisor's Acknowledgment:** I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):**

**Supervisor's Signature:**

**Date:**