



**Classification: Information Technology Manager I**

**Working Title: Chief Enterprise Architect**

**Position Number: 358-520-1405-001**

**Division/Unit: Information Technology Services Division/ Enterprise Architecture**

**Assigned Headquarters: Sacramento Headquarters**

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

### **Job Description Summary**

Under general direction of the Chief Innovation Officer (Information Technology Manager II), the incumbent is responsible for planning, organizing, and directing the work of the California State Lottery (Lottery) Enterprise Architecture Office. Sets Information Technology (IT) processes and standards; formulates future long-range vision and objectives; aligns, reviews implementation, and ensures conformance of the Unit with organizational policies and objectives. The duties for this position are focused in the Business Technology Management, Information Security Engineering, Software, and System Engineering domains; however, work may be assigned in other domains as needed.

### **Job Description**

#### **Essential Functions**

25% The incumbent is responsible for managing the Enterprise Architecture Office (EAO) Unit and for the supervision of multi-functional Information Technology Specialist II staff and leading architecture resources, and architecture program to develop, maintain and govern the architecture across the enterprise. Establishes program vision, goals, and objectives for the development and maturity of the enterprise architecture program to accomplish the Lottery mission, including architectural leadership in the resolutions of business problems and technical issues. Leading and facilitating the creation of governing principles to guide information, technology, and solution decision making for the enterprise, as well as promoting and communicating its progress, outcomes and results to the organization and its leaders. Realizing business and technology strategies by leading organizational transformation in a way that maximizes enterprise business value. Responsible for leading the identification and analysis of enterprise business drivers to derive its business, information, technical and solution architecture requirements to develop future state strategies and enterprise road maps. Understanding, advocating, and supporting the enterprise's strategies, as well as analyzing its technology environment to detect deficiencies and recommend improvements. Identifying the organizational resources, structures, and cultural changes necessary to support the enterprise architecture applications and platforms, security, integration, information management and data quality domains.



25% In a management capacity the incumbent is responsible for overseeing the EAO and managing the complexity of the Lottery's technology ecosystem (a mesh of different systems, applications, environments, and services of varying degrees of importance and maturity). Establishes success criteria for EAO staff and associated enterprise resources to promote high performing teams. Lead architecture staff in the analysis and documenting technical and business requirements and implementing application solutions to meet business needs; analyzing enterprise solutions to be used to solve defined business problems and which framework, platform, or tech-stack can be used to define a feasible solution; and collaborating with business and IT development teams to assure architectural solutions are translated into effectual and robust implementations that are scalable and suitably. Define and utilize architectural frameworks, designs, principles, and patterns to develop strategic solutions and leverage industry architecture design and repository tools such as Sparx Enterprise Architect.

Responsible for the update and maintenance of the key architecture deliverable; evaluating business requirements and turning them into solutions, products, or services while determining ways to streamline internal operations; identification of customer requirements, analyzing alternatives and conducting product recommendations related to software, platform and services. Understanding all parts of the business model and how they work together including processes, operating systems, and application architectures to design a strategic solution that advance the organizations enterprise architecture. The development and execution of the architecture and technology roadmaps, working with business and technology partners to design roadmaps for all domains. Consults with business and technical stakeholders on enterprise transformation and modernization projects to ensure they align with future state architecture views, as well as determining when it is necessary to modify the technical architecture to accommodate project needs and drive business value. Manages the activities involved in the enterprise architecture activity cycle to ensure that the initiatives and tasks are performed properly and appropriately for the organization.

15% The incumbent is responsible for leading the EAO program to develop, maintain and govern the architecture across the enterprise. Responsible for defining the enterprise architecture process and architecture review process. Leads and facilitates architecture governance structure and activities associated with ensuring architecture compliance. Development and maturity of the Enterprise Architecture Assurance process to ensure that the agreed-on enterprise architecture and technology standards principles, and patterns are realized and adhered to when implementing enterprise transformation, modernization, and projects. Oversees the evaluation for alternatives analysis and selection of hardware, software, and enterprise platforms, product standards, as well as the design of standards configurations and architecture designs.

Chairs the Architecture Review Board (ARB) to provide oversight of all proposed and in-flight projects. Leads and facilitates the creation of governing principles to guide information technology, and solution decision making for the enterprise. Communicates ARB decisions and guidance to the architecture community, the project management office, and project teams. Leads the Enterprise Architecture Center of Excellence (EACoE) and the matrixed architects across the enterprise to align EA and IT initiatives with business strategies; share benefits from the information resources and domain architects that are



key to the growth of the Lottery organization; effectively addresses and manages risk as a group and provide recommendations to technology governance bodies.

- 10% The incumbent is responsible for staff professional and program development through professional training and education, enhancing cross-departmental collaboration, job shadowing, and providing diverse assignment opportunities. Building a team of highly motivated and customer focused professionals; developing sustainable hiring, promotional, and retention strategies; fostering a highly innovative culture focused on delivering customer value; promoting and maintaining a positive and collaborative work environment.
  
- 10% Regularly meets with staff, and monitors, evaluates, documents, and reports on staff activities and project status to ensure the highest level of performance in meeting staff performance and workload service level objectives/agreements. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies issues and takes appropriate action. Develops staff and carries out Department and Division succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner. The incumbent is responsible for staff and subject matter experts professional and program development through professional training, education, enhancing cross-departmental collaboration, job shadowing, and providing diverse assignment opportunities. Builds a team of highly motivated and high-performing professionals; develops sustainable hiring, promotional, and retention strategies; fosters a highly innovative culture focused on delivering customer value; promotes and maintains a positive and collaborative work environment.
  
- 10% Establishes and maintains collaborative relationships as an effective liaison with all levels of the Lottery management team and staff, other state and public agencies, and established Lottery vendor community. Other job-related duties as assigned such as but are not limited to: performing in a project lead capacity, developing/maintaining various documentation, performing advisory and consulting services, etc. Serves as an advisor on key governance bodies; and participates, as needed, in ad-hoc committees, work groups, and projects.

### **Marginal Functions**

- 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.

- b. **Administrative Responsibility:** Provides strategic as well as day-to-day management responsibilities. Responsible for all aspects of workforce development, succession planning, and performance management including, but not limited to: recruiting, hiring, retaining, workforce development, succession planning, training/cross-training, knowledge transfer, mentoring, coaching, progressive discipline, corrective action, onboarding/offboarding, employee engagement, and ensuring and maintaining a positive and diverse workforce composition in ITSD.
- c. **Supervision Exercised and Received:** The Chief Enterprise Architect is under general direction of and receives most assignments from the Information Technology Manager II; direction and assignments may also come from the extended Information Technology Services Division (ITSD) management team.

The incumbent is responsible for planning, organizing, and directing the vision of the program and work of subordinate staff. The incumbent must also have knowledge of effective principles of supervision, leadership, and progressive discipline process and procedures.

- d. **Personal Contacts:** The Chief Enterprise Architect interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultant, 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 is also required to carry a Lottery issued cell phone. This position is 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.
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- I have retained a copy of the signed duty statement.

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**Supervisor Signature**

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**Printed Name**

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**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.

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**Employee Signature**

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**Printed Name**

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**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:

- Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- 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.')
- 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:

- Schedule:
- Travel:
- Other:

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