

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist III		PRIMARY DOMAIN Software Engineering	WORKING TITLE CROS Solutions Architect
DIVISION/OFFICE/UNIT Centralized Revenue Opportunity System (CROS)		SPECIFIC LOCATION ASSIGNED TO Headquarters – Sacramento, CA	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/ BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act as Lead	
INCUMBENT	POSITION NUMBER (Agency-Unit-Class-Serial) 291-487-1415-		
<i>The mission of the California Department of Tax and Fee Administration is to serve the public through fair, effective and efficient tax administration.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS <p>Under administrative direction of the Information Technology Manager II, of the Centralized Revenue Opportunity System (CROS) production support team, the Information Technology Specialist III (ITS III) Solutions Architect, works independently to deliver the highest level of complex software solutions related to application and infrastructure functional dependencies, software conversions/integrations and the overall health of the system. The incumbent represents the CROS production support team in all manner of technical efforts to maintain and improve the system and associated policies, standards, and governance methods. The ITS III will provide expert technical and architectural consultation and leadership for the most highly complex Revenue Accounting functions within the system. The incumbent participates in all stages of the Systems Development Life Cycle to create and maintain interfaces, databases, and applications in support of the CROS solution. The ITS III provides the highest level of expertise in developing, optimizing, and applying the solutions, conducting the design sessions, and supporting all the aspects of the CROS and related systems. The ITS III may act as team lead for the CROS functional areas, mentors team members and advises management. The ITS III will drive the establishment of IT strategy and planning of legislative changes, system enhancements and solution requests.</p>			
Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
45%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Possesses a mastery level of knowledge and expertise responsible for the following:</p> <ul style="list-style-type: none"> • Serves as a lead in the architectural analysis, design and recommendation for CROS application and infrastructure implementations. • Analyzes technology environments, designs, and creates solution architecture models and prototypes, participates in technology selection, solution development, and delivering business solutions. • Maintains frequent consultation with vendors to evaluate new technology; coordinate with multiple vendors for complex hardware/software problem determination and resolution. • Supports and fulfills new architecture and technology needs by working closely with business areas, IT teams, and external vendors. • Works with business users, managers, and consultants, and facilitate technical and business-related meetings when necessary for large size projects. 		

40%	<ul style="list-style-type: none"> • Provides solutions to most complex software enhancements, legislative changes, system integrations and Service Requests focusing on the Revenue Accounting functional area. • Creates, enhances, and configures GenTax application per business program requirements and expectations. • Develops necessary code for business objects within GenTax environment. • Maintains documentation in GenTax tools like Code Repository, CROS SharePoint and other CROS data storage systems. • Designs and develops or makes code changes for web services and ensures compliance with defined standards. • Creates migration scripts for deployment. • Reports data anomalies, data quality statistics in CROS applications. • Completes various special projects as assigned. • Provides guidance to less experienced technical staff performing routine system development duties. • Leads technical staff in testing systems, collecting, and analyzing test results, and resolving related issues in development. • Estimates level of effort and assigns technical tasks to team members and review the quality of the work. • Approves code migrations within an N-Tier architecture. • Provides development estimates for legislative implementations.
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10%	<ul style="list-style-type: none"> • Investigates new tools, techniques, and methodologies and makes recommendations to management.
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MARGINAL JOB FUNCTIONS

5%	<ul style="list-style-type: none"> • Perform other job-related duties as required.
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• WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- The employee’s workstation is located inside the CROS Production Support Unit, which is located on the tenth floor of a twenty-four floor building, and is equipped with standard or ergonomic office equipment, as appropriate.

Physical Abilities:

- Ability to operate and utilize a computer terminal and various office machines.

Additional Requirements/Expectations:

- Must maintain regular attendance as determined by the agency.
- Work after hours occasionally to resolve issues, after hour changes and participate in meetings/decisions.
- Travel may be required, up to 5% of the time.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE’S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR’S SIGNATURE	DATE

HRB Approval Date: 11/19/23	C&P Analyst Initials: JF
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