

**DUTY STATEMENT**  
TECH 052 (REV. 02/2018)

**PROPOSED**

23-168

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

**Section A: Position Profile**

A. DATE 12/18/2023	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist III		E. POSITION WORKING TITLE Digital Solutions Architect
F. CURRENT POSITION NUMBER 695-541-1415-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services/ Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Vacant, Chief Digital Strategy Officer (CEA-C)
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MON-FRI, 8:00-5:00 PM DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p><b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management      <input checked="" type="checkbox"/> IT Project Management      <input checked="" type="checkbox"/> Client Services  <input checked="" type="checkbox"/> Information Security Engineering      <input checked="" type="checkbox"/> Software Engineering      <input checked="" type="checkbox"/> System Engineering</p>
	<p><b>Organizational Setting and Major Functions</b></p> <p>The Digital Solutions Architect, reporting to the Chief Digital Strategy Officer, the Information Technology Specialist III (IT Spec III) is a key player in setting the standards and governance for current and future technology development. This role includes advising on digital innovations, spearheading important project designs, and setting application development standards for the California Department of Technology (CDT) and its Office of Digital Services (ODS), guiding leadership in organizing and developing IT technologies and methods, including policies and governance structures.</p> <p>The IT Spec III's main duties involve establishing and enforcing technology innovation standards, leading the development of new technology services, and managing the planning and standardization of projects. This role also includes providing recommendations on application development policies, collaborating with external partners, and coordinating various systems for statewide projects. The IT Spec III is an expert in leading digital transformation and modernization, covering technologies like public and private cloud services, DevSecOps, Continuous Integration/Continuous Deployment (CI/CD) pipeline automation, low code/no code platforms, microservices architecture, cloud and application security, data analytics, and comprehensive 'everything as code' approaches.</p> <p>In addition, the IT Spec III keeps up to date with emerging technologies and their implications for application development. This role demands excellent skills in development, innovation, and presentation, and involves working with staff from various departments and agencies to implement IT initiatives and achieve strategic objectives. The IT Spec III ensures that CDT and ODS services align with client needs and the broader goals of the California Enterprise Architecture Framework, collaborating closely with the Enterprise Architecture team and specialists across the State of California.</p>
<p>% of time performing duties</p> <p><b>50%</b></p>	<p><b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p><b>Strategic IT Solution Architecture Services</b></p> <p>As a key expert in technology projects at both the Office of Digital Services (ODS) and statewide, the IT Spec III focuses on:</p> <ul style="list-style-type: none"> <li>Developing and executing technical strategies to improve ODS operations, setting standards, and ensuring consistent application development across platforms.</li> <li>Designing and managing system architecture for application development, aligning technology with business strategies.</li> </ul>

- Partnering with leadership and product managers to align technology strategy with business objectives.
- Collaborating with UX design to deliver technically feasible and usable solutions.
- Identifying and managing project risks, including mitigation and contingency planning.
- Overseeing project deliverables to ensure quality and standards are met.
- Consulting with agency and department architects, developers, and project teams, and collaborating with external consultants and IT partners to optimize business processes.
- Crafting policies and procedures in line with departmental and statewide IT strategic objectives.

### **Mastery-Level Advisory**

Provide guidance to all ODS sections (Technology Innovation Services, Web Services, Data & GIS, Digital ID) on implementing process improvement models, methodologies, and best practices to align business outcomes with organizational processes.

25%

- Advising on and coordinating the planning and execution of IT strategies and resources, integrating business and IT development approaches.
- Leading teams and projects to optimize business processes and their integration with IT components.
- Ensuring consistency and effectiveness of IT initiatives across various business functions.
- Continually enhancing software development roadmaps to align with business strategies and IT developments, setting clear objectives and evaluation metrics.
- Offering advice on investment security and resource allocation for prioritizing IT development initiatives based on targeted business outcomes.
- Representing ODS in interactions with other agencies and vendors, effectively communicating and collaborating on IT initiatives.

### **Leverage Emerging Technologies to Drive Innovation**

- Advising on application design and best practices to ensure standards benefit ODS and CDT and are applicable statewide.
- Identifying and leveraging emerging technologies like Generative AI and blockchain for competitive advantage and innovation.
- Overseeing a prototype and pilot project center to foster technological innovation and adoption.
- Providing expert guidance in decision-making across application development, web services, and data/GIS.
- Integrating business needs with IT systems, managing assets, and ensuring external program compatibility.
- Leading project lifecycle monitoring to align with enterprise vision and IT standards.
- Championing digital transformation through software prototyping, team leadership, and stakeholder engagement.

20%

5%

**Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)**

- Effectively represents the CDT and the ODS in meetings and engagements with other agencies and vendors.
- Other related business and technical duties as assigned.

**Work Environment Requirements**

- May be required to travel frequently to various offices and locations throughout Sacramento and surrounding areas to provide client services, and attend meetings, conferences and training.
- May be required to travel via private or public transportation including overnight lodging.
- May be required to carry a mobile device and be available by phone and/or email.
- May be required to work outside of normal business hours; periodic off-shift and weekend work.
- Works in an office environment operating a laptop, keyboard, mouse, monitor(s) and printers under non-natural lighting for prolonged periods of time.
- Frequent moving, standing or sitting during in-person meetings.
- Professional business attire.

**Allocation Factors (Complete each of the following factors.)**

**Supervision Received:**

The IT Spec III receives administrative direction from the Chief Digital Strategy Officer of the CDT's Office of Digital Services. The IT Spec III uses experience and knowledge to engage, plan, research, schedule and coordinate work with CDT resources, clients, contractors, and suppliers.

**Actions and Consequences:**

The IT Spec III is expected to demonstrate strategic technical leadership; act independently in their duties and advises on major initiative decisions on governance and policy related to IT application development based on their recommendations to management and executive level. Poor recommendations and facilitation can create significant problems in the development of a system and result in project delays and over-expenditure. This is especially important for systems that provide critical services to the public or satisfy a legislative mandate.

**Personal Contacts:**

The IT Spec III works closely with application developers, both internal and external to the CDT as well as the department's enterprise architects and will have frequent contact with Agency/Department's enterprise architects, managers, and staff, as well as private consultants and vendors to advise, plan, implement and support advanced IT initiatives. Has frequent contact with CDT executive staff, and sub organizations to the CDT to ensure that state procedures are followed and that critical issues and policies are well understood and acted appropriately upon. Represent the CDT and the ODS in a way that will enhance public respect for and confidence in the employee, Department and State Government.

**Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)**

None.

**Supervision Exercised:**

None; however, may act as a lead on team, project, or function.

**Other Information**

**Desirable Qualifications: (List in order of importance.)**

- Strong cloud/Azure/AWS experience: proficient in designing, developing, and implementing cloud-based solutions.

- Experience in implementing large-scale cloud-native applications: proficient in using modern technology stacks for large-scale application development.
- Expertise in technical, enterprise-level design: able to produce comprehensive design outputs for enterprise-level projects.
- Strong team leadership and communication skills: capable of leading teams effectively and communicating complex ideas clearly.
- Excellent problem-solving skills: proficient in identifying and resolving technical issues.
- Understanding of technology's role in business: knowledgeable about aligning technology with business needs, especially in enterprise-level contexts.
- Experience in leading technological solutions and architecture development: skilled in impacting critical business areas through innovative tech solutions, particularly in optimizing cross-functional data integration.
- Technology innovation consulting experience: capable of providing expert advice to agencies and departments on technological innovations.
- Knowledge of emerging technology trends: well-versed in AI, machine learning, blockchain, and their organizational applications.
- Agile framework experience: skilled in applying agile methodologies to technology projects.
- Familiarity with industry standards and best practices: knowledgeable about enterprise architecture frameworks and industry best practices.
- Excellent communication skills: adept at engaging with senior executives and technical teams, aligning technical solutions with strategic business needs.
- Promotion of tech culture: focused on fostering a user-centric, civic duty-oriented tech culture aligned with departmental and agency goals.
- Knowledge of human-centered and user-centric design methodologies: skilled in designing solutions that prioritize user experience.
- Broad technology background with research skills: strong ability to research and learn about constantly evolving technologies.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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