EDD Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
IT Specialist III	EDDNext Lead Functional Architect
NAME OF INCUMBENT:	POSITION NUMBER:
N/A	280-351-1415-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Technical Innovation Section	Christian Turner
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Transformation Office	IT Manager II
BRANCH:	REVISION DATE:
EDDNext Modernization and Innovation Branch	3/5/2024

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management   ☒ IT Project Management   ☒ Client Services
☒ Information Security Engineering   ☒ Software Engineering   ☒ System Engineering

Under the administrative direction of the EDDNext Transformation Office, Technical Innovation Section Chief, Information Technology (IT) Manager II, the IT Specialist III serves as an expert advisor in their area of specialization and demonstrates strategic technical leadership, influence, and expertise in the performance of their duties. The IT Specialist III leads functional business requirements gathering, documentation, and traceability throughout the system development lifecycle in support of EDDNext projects and workstreams. The incumbent will collaborate and facilitate business requirement meetings with Employment Development Department (EDD) program staff, EDDNext technical staff, and EDD executive leadership for projects including the Shared Customer Portal, Integrated Contact Center, Document Management System Modernization, and Integrated Claims Management System. The incumbent will directly develop and provide direction to support state and vendor staff in the development of business requirements, user stories and

epics, and requirements traceability matrixes and ensure that these project artifacts and deliverables meet EDD's Hybrid Agile Framework (HAF) project management standards.

The incumbent will serve as a senior-level staff member within the EDDNext Modernization and Innovation Branch (MIB) and will have responsibility for ensuring that EDDNext functional requirements artifacts and project documents meet the project's implementation roadmap goals and objectives. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior and work cooperatively with others. The incumbent provides regular project status updates to the Project Executive Workgroup (PEW) to guide the delivery of programs and projects by providing strategic and operational support. The incumbent provides project management support on key projects including leading critical functional requirement phases. The incumbent collaborates with vendors and executive leadership to identify business process improvement opportunities.

Percentage of Duties	Essential Functions
30%	Demonstrates expertise in the development of functional business requirements on EDDNext projects and workstreams. Provides expert level advice to EDD program leads, ITB subject matter experts, EDD executive leaders, supporting vendors, and extended project stakeholders to ensure that functional requirements are clearly understood and can be traced throughout the system development lifecycle. Serves as a senior staff member within the EDDNext MIB and will have responsibility for ensuring that EDDNext functional requirements artifacts and documents meet HAF and California Department of Technology Project Approval Lifecycle standards. Supports organizational change management, project management, and governance across projects. Ensures that the Transformation Office maintains confidentiality of information acquired while performing job duties, demonstrates ethical behavior, and works cooperatively with others.
25%	Responsible for functional business requirements that include the planning, organization, execution, and post-close out activities for EDDNext projects. In collaboration with other EDDNext Lead Domain Architects, provides expert level strategic direction in the support of the development and administration of EDDNext Transformation Office policies, procedures, and standards. As the lead functional architect, is responsible for building the requirements framework including ensuring executive review and program input related to business requirements are traceable to development and testing activities. Documents requirements using HAF templates, ensures that user stories and epics built within Jira map back to requirements, and traces requirements back to test scenarios in the Application Lifecycle Management testing solution. Ensures monitoring, control, and reporting of project execution key performance indicators related to functional requirements. Develops and maintains the Branch's project management and delivery methodologies consistent with existing ITB project management standards. Implements project and portfolio management software, tools, and processes. Creates and maintains collaborative work environments. Provides information and training related to the project management discipline. This includes facilitating IT strategic planning sessions and workshops.
25%	Guides and directs the development and elaboration of plans and artifacts to obtain internal and external project approval for functional business requirements and overall EDDNext requirements traceability. Assists with metric definition, project portfolio analysis, project risk analysis, and project lessons learned improvements. Ensures work is performed within the framework of the department's mission, vision, values, and strategic direction and in alignment with the strategic direction of the State of California. Establishes and maintains good communication with management, staff, customers, and project stakeholders. Ensures appropriate resources are identified and procured to ensure projects and assignments are completed on time and within the appropriate budget. Recommends, develops, proposes, and

	plans high-level, sensitive projects or studies. Identifies risks and issues and takes appropriate action.
10%	Prepares and provides regular reports on project status including updates on functional requirement activities. Demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code State Administrative Manual Statewide Information Management Manual and the State Contracting Manual which are relevant and applicable to their lines of business.
Percentage of Duties	**Marginal Functions**
5%	Partners with ITB, program areas, and project stakeholders to ensure project goals and objectives are met. May direct and coordinate with vendors for contracted services. Maintains effective working relationships with external control agencies which may include, but are not limited to, the Department of General Services, Department of Finance California Department of Technology Legislative Analyst's Office, California State Auditor and the Labor and Workforce Development Agency.
5%	Performs other duties as necessary.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☐ Required to assist customers on the phone   ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly supervises: N/A

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Civil Service Classification	**Position Number**
IT Specialist III	280-351-1415-976

Supervisor's Signature:		Date:	

7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
☒ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	dmg	4/10/2024

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file