

DUTY STATEMENT

Employee Name:	Position Number: 580-150-1415-909
Classification: Information Technology Specialist III (Software Engineering)	Tenure/Time Base: Permanent / Full Time
Working Title: Microsoft Power Platform Solution Architect	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Platform Services Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the administrative direction of the Information Technology Manager II, Enterprise Platform Services Branch Chief. The Information Technology Specialist (ITS) III will serve as the Microsoft Power Platform Solution Architect (Architect) and will have a lead role in designing and implanting applications. The ITS III will be responsible for Solution Design and Development as well as establishing governance, standards and DevSecOps practices on the Microsoft Power

Platform, which includes tools like Power Apps, Power Automate, Power BI, Power Virtual Agents, and Dynamics 365. The Architect will have functional and deep practical technical knowledge of Microsoft Power Platform, Dynamics 365 customer engagement apps, related Microsoft cloud solutions, and other third-party technologies.

The ITS III will perform duties in the Software Engineering domain.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Richmond Campus (5%)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Requirements Analysis, Solution Design and Architecture

Provides strategic vision, ensures quality, and guides the overall success of Power Platform projects. Provides leadership and direction to highly technical staff including developers, system, software, network and security engineers. Oversee development of new applications and discover program needs by asking questions about their business processes and feature requirements. Perform fit-gap analysis to identify differences between known requirements and the proposed or current solution. Capture accurate requirements, including both functional and non-functional items. Understand business requirements and translate them into technical solutions using Power Platform tools. Collaborate with stakeholders to align solutions with project goals.

Evaluate an organization's enterprise architecture and identify relevant components by collaborating with the Enterprise Architecture team and other Solution Architects. Architect, design, implement, and maintain system architecture across multiple platforms to best align technology solutions with business strategies.

Lead design integrations between Microsoft Power Platform solutions and Dynamics 365 apps. Identify opportunities to integrate and extend Microsoft Power Platform solutions using Azure. Create data and security models for the solution. Validate the overall solution design. Collaborate with other teams to optimize performance and troubleshoot any issues.

25% Establish Clear Governance and Architecture Policies

Define and document governance policies that cover aspects such as security, data privacy, compliance, and solution lifecycle management. Communicate these policies to all stakeholders, including external partners and internal teams. Communicate changes in governance policies or standards promptly. Participates as domain expert in the CDPH Enterprise Architecture Governance board and helps make architecture decisions in the areas

of Cloud, Platform, DevSecOps, Data, etc. Participates in initiatives, projects, and maintenance & operation activities to guide/enforce architecture decisions. Provide training and documentation to ensure awareness. Address any resistance or challenges. Collect feedback from solution builders, users, and stakeholders. Use feedback to refine governance practices over time.

20% Lead Standardizing Solution Templates, Patterns and Pipelines

Lead the creation of standardized templates or solution blueprints that adhere to best practices. Streamline use of these templates for common scenarios. Include guidelines for naming conventions, security roles, and data access. Maintain a centralized repository for all solutions (e.g., Power Platform solutions, Dynamics 365 customizations). Document each solution's purpose, components, and dependencies. Track changes and versions. Implement automated deployment pipelines for solutions. Include testing, validation, and approval stages. Ensure consistent deployment processes.

15% Code Reviews and Quality Assurance

Drive innovation through low-code/no-code solutions using Microsoft Power Platform. Leverage low-code/no-code development to enhance agility, reduce development time, and improve service delivery to realize key pillars of the Future of Public Health initiatives. Conduct regular code reviews for custom code, Power Platform apps, and Dynamics 365 customizations. Ensure adherence to coding standards, performance optimization, and maintainability. Use automated tools for static code analysis where possible.

5% Support and Troubleshoot

Assist during the solution deployment phase. Troubleshoot any issues that arise during implementation.

Marginal Functions (including percentage of time)

5% Project Management and Collaboration

Work closely with deployment teams, developers, and other stakeholders. Monitor project progress, address any issues, and ensure successful solution adoption. Perform other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
--------------------	------	------------------	------

Supervisor's Signature	Date	Employee's Signature	Date
------------------------	------	----------------------	------

HRD Use Only:

Approved By: DS

Date: 05/2024