



**Classification:** Information Technology Specialist III  
**Position Number:** 880-280-1415-020

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-280-024	<b>Classification Title:</b> Information Technology Specialist III	<b>Position Number:</b> 880-280-1415-020
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Enterprise Data Architect	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> M01
<b>Division/Office:</b> Division of Information Technology		<b>Section/Unit:</b> Special Projects Branch
<b>Supervisor's Name:</b> Kiran Kesireddy		<b>Supervisor's Classification:</b> Information Technology Manager II

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Julie Vega	<b>Date:</b> July 2025

<b>General Statement</b>
Under the administrative direction of the Information Technology Manager II (ITM II) of the Special Projects Branch in the Division of Information Technology (DIT), and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>



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The incumbent will provide services from IT domains including Software Engineering, System Engineering, Information Security Engineering, Information Technology Project Management, and Business Technology Management.

The Information Technology Specialist (ITS III) works independently on the most complex enterprise applications. This position requires the incumbent to be courteous, communicate effectively and professionally (verbally and in writing) with team members and customers, provide timely responses to internal/external customers, fulfill commitments, and consider internal/external customer input when completing work assignments. The ITS III will provide IT services from IT domains, including Software Engineering, System Engineering, Information Security Engineering, Information Technology Project Management, and Business Technology Management.

The ITS III acts as a Lead Data Architect and provides expert-level data architecture leadership and development functions in support of the agency's diverse enterprise data needs, including enhancements related to special IT projects. The ITS III will lead enterprise data modeling, data collection, and reporting for special IT projects.

The ITS III works independently and acts in a lead capacity in the planning and coordination of activities that require the development of technology solutions for the most complex business, scientific or engineering problems. The technologies used in the agency's complex systems include Salesforce, Databricks, Okta, Snowflake, Omniscripts, OwnData, MuleSoft, Rubrik, ESRI, DevOps, MS SQL Server, T-SQL, SSIS, SSRS, Oracle, PL/SQL, JSON, XML, jQuery, ASP.Net, C#, MVC, JAVA EE, AJAX, JavaScript, JBoss Enterprise Application Platform (JBoss EAP), IIS, Power BI, Tableau, ArcGIS JavaScript API, Web Services, AWS, Azure, GIT Hub, Access, Red Hat Linux (RHL), and Windows Server. This position includes, but is not limited to the following duties:

**Essential Functions (Including percentage of time):**

40%	Collaborate with program and technical stakeholders to design and establish the enterprise data architecture. Design, develop, and support enterprise data models which span multiple database types across data center environments. Develop and implement data and query standards appropriate for each model. Assess program business goals, define how data will be stored, consumed, integrated, and managed by different data entities, systems, and applications. Evaluate complex database structural requirements by analyzing customer operations, applications, and programming. Evaluate complex system solutions and make recommendations for new and existing complex application and interface projects to ensure system solutions align with the enterprise data architecture. Apply expert-level knowledge and skills of data modeling tools and methods to ensure optimal design of data structures for reporting, application efficiency, security, and data extraction. Lead the development of the most complex database solutions by designing data models across all phases of data modeling, from conceptualization to database optimization. Design and develop the most complex Extract-Transform-Load (ETL) processes and standards used to integrate data from multiple systems. Serve as the lead data architect to establish coding and design standards at an enterprise level. Perform structured systems analysis and prepare system specifications and detailed design specifications, including system diagrams, entity relationship diagrams (ERD), database schemas, access requirements, system flowcharts and data flow diagrams.
40%	Design, document, develop, and implement data architecture security and privacy controls spanning multiple IT platforms. Document data architecture policies, system requirements, and maintenance methodologies procedures to establish and sustain the enterprise data architecture. Document guidelines, standards, and processes to ensure data quality and integrity. Document and advise management and executive level staff on data architecture governance and policy. Provide guidance and enforce data management policy compliance. Assess and plan for future cloud-based data platforms. Recommend and establish guidelines for infrastructure and software licensing procurement. Ensure software licensing compliance. Coordinate complex IT projects to include defining project scope, objectives, project schedules, resource plans, cost estimates, risk identification, procurement plans, roles and responsibilities for team members, and communication. Advise management on the planning, development, implementation, and coordination of IT issues.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Evaluate and recommend vendor software packages and hardware/software purchases.
5%	Provide technical training, mentoring and knowledge transfer to DIT staff on all aspects of data architecture, systems analysis, troubleshooting, coding, testing, implementation, maintenance, and operations of data management solutions. Work as a Project Lead on other special projects, and other duties appropriate to the classification.
5%	Attend regularly scheduled DIT staff meetings, training sessions.



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5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The position requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.	
<b>Typical Working Conditions:</b>	
The incumbent works on the 8th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary to meet critical project deadlines.	

<b>Supervisor Statement</b>		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name		
Employee Name	Employee Signature	Date