



**Classification:** Information Technology  
Specialist III  
**Position Number:** 880-280-1415-005

## DUTY STATEMENT

CURRENT

PROPOSED

|   |  |  |
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| <b>RPA Number:</b><br>25-280-049                              | <b>Classification Title:</b><br>Information Technology<br>Specialist III | <b>Position Number:</b><br>880-280-1415-005                              |
| <b>Incumbent Name:</b><br>Vacant                              | <b>Working Title:</b><br>GIS Enterprise Architect                        | <b>Effective Date:</b><br>TBD  |
| <b>Tenure:</b><br>Permanent                                   | <b>Time Base:</b><br>Full-Time   | <b>CBID:</b><br>M01  |
| <b>Division/Office:</b><br>Division of Information Technology |  | <b>Section/Unit:</b><br>Business Operations Support Branch / GIS Unit    |
| <b>Supervisor's Name:</b><br>Brian Bustos                     |  | <b>Supervisor's Classification:</b><br>Information Technology Manager II |

### Human Resources Use Only:

**HR Analyst Approval:** *Judy Fiedler-Suma*

**Date:** 01/08/2026

### General Statement

Under the administrative direction of the Information Technology Manager II (ITM II) of the Business Operations Support 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.

### Position Description



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The Information Technology Specialist III (ITS III) works independently on the most complex enterprise applications. This position requires the incumbent to be courteous, communicate effectively and professionally (verbal and in writing) with team members and customers, provide timely responses to internal/external customers, follow through on 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 incumbent acts as an expert advisor and lead Geographic Information Systems (GIS) Enterprise Architect and provides expert-level strategic leadership and GIS development functions in support of the agency's enterprise GIS systems including enhancements and application integrations. The ITS III is responsible for GIS support and solutions for State and Regional Board programs and will assist in the planning, coordinating and implementation of activities that require the development of GIS solutions for the most complex business, scientific and engineering problems. The ITS III is expected to maintain proficiency in GIS technology, infrastructure, techniques, methodologies, and industry best practices. The ITS III will research and produce enterprise architecture design, standards and processes for enterprise geospatial data and application development consistent with State and Water Board system, network and security standards and best practices. The ITS III also acts as senior technical lead to assist the Division's GIS Team in infrastructure troubleshooting, administration and user support.

The incumbent will work cooperatively with stakeholders to create new technical solutions and enhance existing systems to streamline data collection and reporting for GIS solutions. The incumbent 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.

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

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| 35% | Lead and maintain a robust and resilient enterprise with geospatial architecture to serve the Water Board's internal and external users. Work as a geospatial liaison with the Water Board's Federal, State, local and other external partners. Act as an enterprise architect responsible for design and management of the GIS enterprise on-premises and cloud hosted architectures. Assess and implement security and privacy controls with ISO coordination. Configure and maintain GIS servers, clusters, cloud and software implementations with Network and Server Units coordination. Assess and plan for future cloud-based GIS solution needs. Recommend and establish guidelines for infrastructure and software licensing procurement. Configure and optimize the spatial database library with Database Administrator (DBA) coordination. Administer and coordinate ArcGIS Online services, licenses, and credits. Performance monitoring and system tuning. Participate in backup/recovery procedures. |
| 30% | Research and produce enterprise architecture design, standards and processes for enterprise geospatial data and application development consistent with State and Water Board system, network and security standards and best practices. Provide lead technical expertise with GIS technology design, development, and support. Evaluate requirements by analyzing customer operations, applications, and programming. Evaluate complex GIS system solutions and make  |



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|   | <p>recommendations to management and executive level staff for new and existing application and interface projects to ensure system solutions align with the enterprise data architecture. Provide expertise in the use of ESRI ArcGIS server, data, and desktop products. Perform system analysis, design, programming, testing, implementation, and training for scalable departmental GIS applications. Participate in development of new and existing GIS analysis methodologies, applications, and strategies. Perform research and analysis involving spatial data for internal and external clients. Perform complex spatial analysis and modeling that requires advanced knowledge in the design, capture and development of GIS data sets. Coordinate information technology 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. Serve as the Water Board's representative on Department, Agency, State and Federal committees and working groups. Provide training and assistance to unit and program staff as needed.</p>   |
| 20%   | <p>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. Coordinate, guide, oversee and review the development of required spatial data layers as identified in the solution requirements. Design, develop, and capture of GIS data sets/structures. Coordinate responses to outside requests for GIS data. Convert and prepare data from outside sources into formats compatible with existing systems. Maintain GIS Library content, data dictionaries, file definitions, and metadata. Develop and implement custom web-based GIS applications and interactive tools. Guide application developers, database administrators, server administrators, data developers, and project SMEs on the effective, accurate, and sustainable integration of GIS data and technology into existing or planned applications. Collaborate and coordinate with infrastructure and network support administrators to plan, coordinate, configure, validate, and deploy development, test, and production environments to meet system requirements. Provide technical support including configuration, maintenance, and troubleshooting of the web, GIS, and database application software associated with the custom web application systems. Lead and coordinate trouble shooting of system interfaces. Lead data governance efforts pertaining to data sharing with internal and stakeholders, and requests for system interface integration. Participate in GIS Round Table meetings.</p> |
| <b>Marginal Functions (Including percentage of time):</b> |  |



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| 10% | Work with management and executive level staff to set organization's strategy, goals, and priorities for the effective application of geospatial technology to the Board's needs and business processes. Oversee quality assurance effort to ensure documentation meets Application Development, Data Management, and GIS Unit standards. Oversee and ensure all system requirements including but not limited to data definitions, data rules, spatial metadata, and data categorization as it pertains to data security. Establish and enforce policies for GIS development and ongoing support. Participate in the design, implementation and operation of enterprise GIS solutions and projects. Develop user programming standards, interface rules, application structure and procedures. Develop and maintain GIS documentation, standards, user manuals and infrastructure documentation. Develop data sharing standards and coordinate data sharing requirements across Water Board database and GIS systems. Act as liaison between IT and program staff in GIS-related activities. Provide leadership, guidance, training, and support to the GIS Unit team members. Lead weekly unit meetings and provide knowledge transfer on GIS technologies. |
| 5%  | Perform other duties as required.   |

**Typical Physical Conditions/Demands:**

The job 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.

**Typical Working Conditions:**

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.

**Supervisor Statement**

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.

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|-----------------|----------------------|------|
| Supervisor Name | Supervisor Signature | Date |
|                 |                      |      |
|                 |                      |      |
| Employee Name   | Employee Signature   | Date |
|                 |                      |      |