



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	CalData/ Data Operations and Strategy
Classification	CEA- B
Working title	Principal Data Architect
Position number	418-100-7500-001
Prepared date	2/13/2026
Effective date	
Name	Vacant

General Statement

Under the administrative direction of the Deputy Director, Data Operations Strategy, the Principal Data Architect serves as the Office of Data & Innovation's (ODI) primary technical authority responsible for setting, approving, and ensuring consistent use of the technical policies and standards that guide how ODI designs, builds, and operates its data engineering platforms and services. The Principal Data Architect provides executive-level technical leadership and functional oversight of ODI engineering workstreams, establishing architectural frameworks, engineering patterns, and quality controls necessary to deliver secure, reliable, and scalable data systems consistent with approved statewide standards and policy direction.

The incumbent exercises broad discretion and independent judgment in making final architectural determinations for ODI-managed platforms and services, conducting authoritative technical reviews and risk assessments, and directing the technical enablement and implementation of ODI-led cross-departmental and statewide engagements within executive-approved parameters. The Principal Data Architect also directs the technical professional development of ODI's engineering workforce and advances ODI's mission by translating executive strategy and statewide data policy into actionable, technically sound engineering standards and practices that support the responsible, effective, and sustainable use of data in service of Californians.

Essential Functions

Percentages	Description
35%	<ul style="list-style-type: none"> ● Serve as the Office of Data & Innovation’s (ODI) primary technical authority for data engineering platforms and services, exercising independent judgment in defining and enforcing architectural standards, engineering patterns, and implementation guidance within delegated authority. ● Formulate, authorize, and operationalize ODI engineering governance policies to ensure engineering workstreams comply with approved technical standards, security requirements, and program objectives established by executive leadership. ● Establish and maintain technical execution frameworks that ensure engineering delivery remains within ODI’s strategic objectives and within statewide standards and policy direction approved by the Chief Data Officer. ● Establish and enforce technical quality control, security, and compliance protocols for ODI-managed engineering engagements, in coordination with analytics and policy teams as appropriate, ensuring adherence to applicable data protection, privacy, and security requirements. ● Serve as ODI’s technical subject matter expert in executive-level forums and technical communities of practice, representing authorized technical positions consistent with established policy and standards.
25%	<ul style="list-style-type: none"> ● Make final architectural recommendations for ODI-managed platforms and services, including evaluating technical feasibility, assessing architectural risks, and approving engineering approaches for complex initiatives. ● Exercise technical oversight and quality governance for data engineering platforms and infrastructure that support analytics and evaluation, ensuring adherence to authorized architectural patterns, documentation standards, and peer-review protocols. ● Lead engineering process optimization and technical risk mitigation efforts to resolve architectural bottlenecks and ensure long-term maintainability and scalability of ODI systems. ● Conduct high-level architectural reviews, technical assessments, and vulnerability analyses of ODI-managed systems and provide authoritative technical intervention when required to protect system integrity and reliability. ● Direct technical prioritization of ODI engineering workstreams based on architectural impact, system complexity, and alignment with approved objectives, without establishing statewide policy or strategic priorities.
20%	<ul style="list-style-type: none"> ● Architect and institutionalize shared technical integration patterns and implementation guidance to enable consistent engineering coordination across ODI programs and services. ● Direct the technical enablement and implementation of ODI-led cross-departmental and statewide engagements, ensuring partner departments

Percentages	Description
	<p>adopt authorized engineering standards and implementation patterns, without assuming ownership of client project management or analytics delivery.</p> <ul style="list-style-type: none"> ● Develop and maintain the ODI engineering roadmap, ensuring the technical evolution of platforms and services aligns with approved statewide standards, modern engineering practices, and executive direction. ● Provide expert technical consultation and advisory support to executive leadership on architectural risks, engineering trade-offs, and the technical implications of proposed scope, sequencing, or resourcing changes. ● Advance ODI's mission by translating executive strategy and statewide data policy into actionable, technically sound engineering standards and practices that enable the responsible, effective, and sustainable use of data.
15%	<ul style="list-style-type: none"> ● Direct the technical professional development of ODI's multidisciplinary engineering workforce, including establishing competency frameworks, training roadmaps, and mentoring structures aligned with current and emerging technical needs. ● Institutionalize engineering peer-review practices, documentation standards, and knowledge-sharing mechanisms to strengthen collective technical capability and reduce reliance on individual expertise. ● Oversee the technical integrity of engineering-focused training curricula, technical toolkits, and implementation resources developed or sponsored by ODI for departmental and cross-departmental use.

Marginal Functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision Received

The Principal Data Architect reports to the Deputy Director, Data Operations Strategy

Supervision Exercised

None; but exercises functional and technical oversight over engineering workstreams to ensure adherence to approved standards and architectures, without responsibility for direct personnel supervision.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, Oakland, Los Angeles, or San Diego, CA and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or

training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date