



- Current
- Proposed

Civil Service Classification: Information Technology Specialist II
Working Title: Technical Architect
Division Branch Name: Division of Information Technology
Incumbent: Vacant
Position Number: 797-920-1414-005
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA, and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): IT Project Management; Software Engineering

DESCRIPTION:

Under the general direction of the Information Technology Manager I, within the Application development and Database Administration Branch, the Information Technology Specialist II (ITS II) is CDA's Technical Architect who will be the liaison between solution vendors and CDA technical and non-technical staff. The ITS II will be providing product management and technical support to the CDA Programs on system changes, upgrades, and issue resolution. The duties for this position are focused on IT Project Management, and Software Engineering domain; however, work may be assigned in other domains as needed.

ESSENTIAL JOB FUNCTIONS:

40% Lead and Collaborate to Deliver Business Outcomes

Collaborate with the CDA Programs to understand desired business outcomes and translate business and technical requirements into an architectural blueprint to achieve business objectives and documenting all solution architecture design and analysis work to ensure successful projects. Lead and mentor a team of subject matter experts, developers, test coordinators, external entities, and users on the State and departmental project management methodologies using the State Administrative Manual and Statewide Information Management Manual (SIMM) to ensure CDA project compliance with State policies. Determines resources required to complete projects by collaborating with project teams using project management software and follow best practices to increase project success. Collaborate with technical and non-technical work stream partners to ensure technical specifications align with organizational requirements and provide technical assistance, as needed. Develop and maintain effective communication and working relationships within the department, amongst contracted vendor representatives, State control agency administrators, governmental entities, and outside stakeholders to achieve project objectives. Document necessary guidance for enterprise technology architecture design and analysis with other CDA staff to provide written guidance for future enterprise work and maintenance. Formulate technical training materials and conduct information technology training to CDA staff to clarify information technology needs. Participate in configuration, testing, deployment, and postmortem activities to ensure technology solutions meet both business and technical needs. Transition projects with program and vendors to ensure product ownership and ongoing technical support is well planned and executed. Attend oversight workgroups as needed to ensure proper planning for current and future success of applicable efforts.

35% Solution Architecture

Serve as an expert-level technical resource for solution development/configuration related activities within the Software Development Life Cycle (SDLC) components. Lead the development process visuals, design, develop, test, integrate, implement, enhance, and maintain CDA systems. Monitor software development activities and provide workload analysis to ensure interfacing, data, and other security standards are being met in accordance with department standards and industry's best practices. Oversee project workloads in collaboration with IT staff to ensure projects are delivered on time, within scope, and aligned with organizational objectives. Provide triage, isolation, remediation, and coordination for system outages as it relates to system issues by analyzing and providing recommendations to mitigate gaps, issues, risks. Initiates and participates in incident response technical meetings for timely communication and resolution to internal teams, downstream partners, or customers. Coordinate technical aspects of the implementation with solution vendors, ancillary contract vendors, local providers and state and federal partners for quality solution products. Responsible for identifying and coordinating change request activities with CDA staff and project software to produce seamless product releases. Acts as technical lead, providing technical guidance to project team throughout the project cycle using project management best practices, to ensure projects are properly resourced, aligned with technical resources and successfully implemented. Lead the application development team on cloud-native application (serverless) design principles and best practices, including security and performance. Follow DevOps to plan, develop, test, and implement application with their tool, including setting up CI/CD pipeline and auto releases.

20% Analyze, Evaluate and Support Technology Solutions

Conduct analysis of highly complex issues and provide expert advice to management on the use of technologies and integration best practices. Assist in the development, implementation and monitoring of standardized operational processes, procedures, and documentation to be followed during maintenance and operations (M&O) phase to ensure technical support in place after IT project completion. Leads the analysis of the current technology environment in collaboration with Enterprise Architect, technical subject matter experts and business subject matter experts to detect deficiencies, legacy and technical debt, and recommends solutions for improvement. Manage integration of information systems and/or subsystems. Develop technology architecture that enables and drives new business capabilities and operating models. Completes analysis of technology trends and policies to determine their potential impact on the enterprise technology architecture. Performs research and training to inform IT leadership of new technologies, laws and policies to ensure all IT software within CDA meets business needs.

MARGINAL JOB FUNCTIONS:

5% Other Duties

Perform other job related duties, as assigned.

TRAVEL: 5% as needed for meetings or conferences.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.



- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: PS Date Approved: 9/17/25

Revision Date (if applicable): _____