

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Career Executive Assignment Level B	Working Title CalHHS Agency Chief Enterprise Architect
Employee Name Click here to enter text.	Position Number 791-540-7500-001
Project/Division Name Office of Technology and Solutions Integration	Supervisor's Name Deanne Wertin
Unit Agency Enterprise Architecture Office	Supervisor's Classification Exempt
Physical Work Location 2870 Gateway Oaks, Sacramento	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> System Engineering</p> <p>Under the administrative direction of the Chief Deputy Director and CalHHS Deputy Agency Information Officer (Exempt), the CalHHS Agency Chief Enterprise Architect (CalHHS Enterprise Architect) leads and oversees enterprise architecture (EA) activities for CalHHS and its departments as they relate to the development, implementation, and advancement of EA policies, procedures, and statutory accountability responsibilities.</p> <p>The role is accountable for leading cross-department collaboration that results in actionable and integrated technology design frameworks, implementation, and policy strategies for CalHHS' IT and Data initiatives that impact Californians. The CalHHS Enterprise Architect leads, coordinates, and delivers EA best practices, expertise, resources and actionable toolkits to CalHHS and its departments, while also contributing to the State's overall EA progress by establishing CalHHS as a leader in this discipline.</p> <p>The position also leads advancement, development, and implementation of the CalHHS IT and Data Strategic Plan, as it relates to EA, by enhancing CalHHS business capabilities, meeting strategic EA needs, managing related IT and Data Projects, and ensuring that technology and data solutions are developed in alignment with the EA policies to support the CalHHS' mission, strategic priorities, and guiding principles. The CalHHS Enterprise Architect leads CalHHS IT and Data Strategic Plan foundations and footings that directly lean on enterprise architecture practices and related program activities to achieve its goals and objectives, specifically in the context of developing and maintaining an integrated digital and data ecosystem (DDE), building executive-level partnerships and gaining and maintaining support for initiatives and unified agency architectural targets.</p> <p>The CalHHS EA is responsible for incorporating critical supporting strategies into the CalHHS EA ecosystem to include organizational change management and enterprise architecture governance processes.</p>	

Percentage of Duties	Essential Functions
30%	<p>CalHHS Agency Enterprise Architecture Oversight, Policies, and Strategic Direction</p> <p>Lead the integrated CalHHS IT infrastructure design policies, planning, and subsequent implementation iterations as outlined within the CalHHS IT and Data Strategic Plan. Develop and sponsor enterprise architecture policies and strategies that promote and deliver on the foundations and future digital and data ecosystem of the CalHHS IT and Data Vision and Strategy to drive interoperability, secure data sharing, and person-centric service model. Develop, manage, and govern target business capability architecture policies and strategies that align across CalHHS in coordination with the strategic direction of the Agency and member departments, offices and boards (“entities”). Lead strategic business and tactical planning policies and activities, that promote and normalize interoperability, data sharing and coordinated modernization in support of integrated and prioritized service delivery while providing opportunities for department-specific approaches to integrate with agency-directed processes. Define the agency Enterprise Services Frameworks necessary enable cross-program service delivery and ensure integrated infrastructure is available and scalable to advance the needs of the CalHHS IT and data portfolio. Develop and implement Enterprise Services Framework policies and strategies to ensure consistent application of EA practices and related guardrails. Advance the execution of interoperability across CalHHS departments, identifying, leveraging, and implementing shared services and adoption of common solutions where appropriate. Develop a maturity roadmap that represents a transformation of program-centric service delivery to an agency and person-centric model. Sponsor constituent departments collaboration to ensure collaborative architectural and implementation strategies are developed that align with the expected CalHHS business outcomes and IT architecture vision.</p>
25%	<p>Advisory and Technical Support Services</p> <p>Serve as a member of the Agency and OTSI Executive staff providing guidance and direction on EA. Collaborate with department technology organizations to understand their existing architecture needs, practices and maturity. Assess near-term needs, using structured interview processes, to establish business priorities, related technological needs, as well as potential changes to or new policies. Partner with solution sponsors on the implementation of enterprise service solution strategies and implementations to assure solutions align with established policies and target digital and data ecosystem needs. Advise on opportunities to leverage existing agency IT assets, to leverage shared services, and/or to adopt common solutions for core capability needs. Lead teams that consult with business and technical subject matter experts (SMEs) and develop alternative solutions for consideration. Advise on options, risks, cost-benefits, impacts on other business processes and system priorities. Manage delivery of direct support services to accelerate EA activities. Partner with Portfolio Support services teams and projects on solution strategies for the most complex and/or strategic agency initiatives and policy developments. Review and guide efforts for related concept/planning documentation. Review and direct project concepts to ensure compliance with Agency target architecture requirements. Evaluate technology redundancies, usage and streamline opportunities that support departments as they seek to modernize and integrate solutions that span health and human service delivery.</p>
20%	<p>Enterprise Portfolio Management Champion and Support</p> <p>Lead and maintain the CalHHS strategic business and priority technology and data capability program required to support the target architectural needs for a cross-cutting interoperable agency infrastructure for CalHHS and its departments. Direct efforts that expose understanding of underlying technologies of core business and technology capabilities. Coordinate with external executive stakeholders and department representatives to conduct current state cross-agency architecture and service gaps and develop target roadmaps to establish implementable solution coordination and infrastructure that supports the 360-degree view for person-centered service delivery. Analyze, conceptualize and propose transformative service model strategies that embed CalHHS technology principles into solutions that achieve CalHHS IT and Data Strategic Goals. Assess and develop opportunistic models that support shared functional services that maximizes operational, system, and cost value. Negotiate and communicate with external executive IT leaders to obtain support for needed enterprise technology and data architecture, principles, and standards</p>

20%	<p>that enable agency's IT and data strategic vision. And enable department architect participation in the cross-agency evaluation and design.</p> <p>Enterprise Architecture Capability and Assurance Management</p> <p>Establish, direct, and maintain a CalHHS EA Assurance (Governance) Framework policies and strategies that align with the CalHHS Agency Strategic Portfolio governance structure and that consistently and responsibly drives architectural principles and strategies into CalHHS IT and data efforts and streamlines department EA governance. Leverage Organizational Change Management methods that foster the consistent application of EA policy, standards, and principles to technology design and implementation activities. Directly and indirectly supervise technical staff and consultants contributing to the target architecture of CalHHS business and technology vision goals; provide coaching in project planning and management from EA perspective; lead, plan, organize, direct, monitor, and support the activities accordingly. Establish and maintain goals, objectives and priorities for the CalHHS EA program. Provide leadership, guidance and direction so that EA resources always maintain the highest quality deliverables. Manage the enterprise architecture communication strategy. Develop, implement and maintain an integrated architecture assurance framework that supports department governance activities while supporting the needs of CalHHS governance workstreams and expected portfolio outcomes. Represent CalHHS at external Enterprise Architecture engagements, such as the State of California Enterprise Architecture Committee, CalHHS portfolio meetings, the State Architecture Review Board, and any other State Agencies or Departments where topic relevant needs exist. Collaborate with control agencies to promote and enforce CalHHS EA policy and/or as vested partners with CalHHS departments in support of IT strategic direction, strategic projects, and efforts needed in support of the CalHHS Agency IT and Data Strategic Plan.</p>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: Not Applicable	Bending/Stooping: 1-25%
Other: NA	
Type of Environment: a. Office b.	
Interaction with Public: a. N/A b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (e.g., *Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates*)

Directly – (8) Information Technology Specialist IIIs and (2) Information Technology Specialist IIs; Indirectly – (36+/-) Department Enterprise Architects and Consultants

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature _____ Date _____

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature Date

7. HRD USE ONLY

Human Resources Division Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	CR	7/6/2026

Reasonable Accommodation Unit ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE