

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist III		PRIMARY DOMAIN Software Engineering	WORKING TITLE Enterprise Data Architect
DIVISION/OFFICE/UNIT TSD/ Application & Data Services Branch		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Managerial	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/ BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED Act as lead	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial)	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under administrative direction of the Information Technology Manager II, the Information Technology Specialist III (IT Specialist III), serves as the Enterprise Data Architect, overseeing and directing the design, development, and governance of the department's most complex and diverse enterprise data systems. The IT Specialist III must coordinate with the Enterprise Application Architect, other teams within the Technology Services Division (TSD), California Department of Tax and Fee Administration (CDTFA) executives, program area partners, and additional stakeholders to deliver solutions that support CDTFA projects and mission-critical applications. In this capacity, the IT Specialist III provides master-level technical and governance leadership, ensuring the enterprise data architecture, data management practices, and data governance standards are consistently implemented, secure, and aligned with organizational objectives. The IT Specialist III leads the integration of data governance principles, such as metadata and lineage management, data quality, stewardship, and access controls, into enterprise solutions and communicates this impact effectively across technical and non-technical audiences. The IT Specialist III understands and effectively conveys project and task objectives while coordinating, facilitating, and directing work activities to ensure services are delivered professionally, responsibly, and within deadlines to meet the needs of internal and external stakeholders. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
35%	<u>ESSENTIAL JOB FUNCTIONS</u> Leads and performs the necessary duties associated with designing enterprise data systems: - Plans, designs, and develops new solutions or new functionality for existing data-driven solutions - Leads, plans and implements new or updated standards including guidelines, standards, policies, and best practices - Develops, documents, and maintains the enterprise data management strategy - Architect data management solutions - Data modeling and design - Data flow and data flow modeling - Data integration techniques and services - Extract, Transform, and Load (ETL) - Metadata management - Data, quality, accuracy, and integrity - Activities related to data lakes, data warehousing, data streams and pipelines - Business Intelligence, Machine Learning, predictive modeling and natural language processing - Data mining, analytics, analysis, visualization, and reporting - Data security - Support and provide technical guidance to business program analytics teams - Leveraging and integrating Cloud services		

20%	Provide mentorship and technical leadership to a cross-functional workforce: • Organizes, prioritizes, and guides data related activities • Effectively manages concurrent projects • Works with management to establish goals and objectives and plans to achieve them • Reviews work assignments and provide feedback • Contributes to the agency's technology planning process and the CDTFA-wide strategic directions involving information technology • Provides technical consultation, mentoring and coaching, and advanced troubleshooting • Participates in and/or facilitates analysis, design, development, testing, implementation, and support • Leads peer review and documentation practices • Establishing training roadmaps
20%	Architectural Review, Technical Oversight, Road mapping: • Coordinate project and data management activities • Conducting architectural reviews, feasibility assessments, and vulnerability analyses • Making authoritative architectural recommendations and risk mitigation decisions • Developing and maintaining an engineering roadmap • Directing technical coordination across collaborating CDTFA teams • Acting as a technical expert in enterprise services and emerging technologies
20%	Develops and leads CDTFA's enterprise Data Governance Program: • Establishes and operationalizes governance framework, standards, and procedures that ensure data quality, consistency, security, and responsible use across CDTFA • Partners with program, security, privacy, and IT teams to define and maintain metadata standards, data lineage practices, data access controls, and data quality rules • Leads governance working groups and facilitates decision-making on data policies, stewardship responsibilities, and enterprise data priorities • Develops governance performance metrics and reporting mechanisms to assess adoption, data quality trends, and compliance levels • Provides authoritative technical guidance to CDTFA staff and leadership regarding data governance implementation, interpretation, and adherence to statewide and federal standards • Ensures enterprise data models, interfaces, pipelines, and repositories align with governance standards and stewardship requirements. • Incorporates metadata management, privacy-by-design, and data quality validation into architectural patterns and technical solutions • Evaluates new technologies and architectural approaches for governance implications and makes recommendations to leadership • Develops guidance documents, templates, data classification models, and technical implementation playbooks to assist programs in adopting governance practices • Provides coaching, training, and technical consultation to data stewards, analysts, and IT teams • Maintains governance documentation, versioning, and change logs.
5%	<u>MARGINAL JOB FUNCTIONS</u> Contributes to and supports the mission of the TSD within CDTFA

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- Position may be located in a high-rise building.

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Physical Abilities:		
Additional Requirements/Expectations: Work long or irregular hours as required		
<i>I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.</i>		
PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
<i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.</i>		
PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
HRB Approval Date: 08/07/2026	C&P Analyst Initials: LLM	