

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Information Technology Section/Software Development Group		DIVISION Information Management Division		
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Specialist III	BARGAINING UNIT M01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-041-1415-958		CURRENT DATE 1/22/2025		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the general direction of the Information Technology Manager II, the Information Technology Specialist III is responsible for serving as the Principal Enterprise Architectural Engineer for the CalCrash application, providing expertise in data and enterprise architecture for strategic and tactical planning activities for CalCrash. The Information Technology Specialist III is accountable for coordinating and contributing to the development, alignment, and evolution of CHPs enterprise-wide information technology (IT) planning functions to support and advance business and IT needs. The role involves leading highly complex and analytical work for Calcrash.

The incumbent uses advanced expertise and skills in current and future technology trends, interfaces, protocols, and data architecture styles to advise management on data management strategy, policy, and governance. The Information Technology Specialist III leads and facilitates work groups to develop strategically critical information strategies, information design, and data-focused technologies within design reference and solution architectures. Additionally, the Information Technology Specialist III independently performs activities in support of executive staff functions for the Software Development Group.

The Information Technology Specialist III must have expert-level knowledge and experience in designing efficient and complex data and architectural solutions for transaction processing, data analytics, and data warehousing. The Information Technology Specialist III is expected to maintain regular, consistent, and predictable attendance, and demonstrate integrity, initiative, dependability, and good judgment.

SUPERVISION RECEIVED

The Information Technology Specialist III reports directly to and receives the majority of their assignments from the Information Technology Manager II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%

SYSTEM ENGINEERING - Advise and/or design technology and data architecture strategies that enable the required operational capabilities across the CalCrash Project. Support development of enterprise architecture strategies that promote California Highway Patrol (CHP) IT and data strategy/vision to drive interoperability, data sharing, and a secure, person-centric service model. Develop and govern target data aspects of business capability architectures across CHP in coordination with the strategic direction of Project leadership. Express data governance knowledge and ability to anticipate and manage complex issues affecting the CalCrash Project, including the ability to develop policy and integrate all aspects of a data governance strategy. Leverage Organizational Change Management methods that foster the consistent establishment of applying IT best practices and principles to technology design and implementation activities. Develop supporting artifacts to assist the Project to progress in strategic efforts.

25%

SYSTEM ENGINEERING - Identify and investigate complex problems and issues and recommend corrective actions. Engage with technology and business groups to understand their existing data architecture needs, practices, and maturity for the purposes of providing consultative or advisory expertise. Consult with business and technical subject matter experts where appropriate and develop alternatives for consideration. Advise on options, risks, cost-benefits, and impacts on other business processes and data priorities. Provide delivery of direct support services to accelerate technical activities of the

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	CalCrash Project and initiatives. Ensure the cohesive and timely project implementation and continually evaluate processes for future data and information policy and procedural revisions. Plan, develop, and implement technology and data solutions for the secure exchange of data between agencies and organizations. Provide the highest level of consultation on current policies, procedures and standards, and the status of CHP IT projects.
20%	IT PROJECT MANAGEMENT - Conduct research on emerging technologies, explore innovative applications for current and future technologies, and evaluate the relevance of these technologies to new and existing systems/applications to reduce deployment costs, meet or exceed customer expectations, and create leverageable opportunities for project requirements and initiatives that can advance the Department's missions and goals, in preparation for briefing executive management on opportunities to expand and improve upon the Department's technology.
10%	IT PROJECT MANAGEMENT - Deliver executive-level presentations, focusing on data architecture, the implications of data on business strategy, and results reporting efforts. When needed, develop, and provide training opportunities to partners and project teams to assist with negotiations with stakeholders for staff resources. Facilitate work group discussions and sponsor further exploration of incorporating these frameworks into CHP operations and brief executive management on findings. Represent CHP enterprise architecture in relation to data domain topics during seminars, conferences, external vendor discussions, and internal community meetings and events.
	<u>Non-Essential Functions</u>
5%	Other duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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