



Classification: Information Technology Specialist II

Working Title: Business Solution Architect

Position Number: 358-520-1414-003

Division/Unit: Information Technology Services Division/ Enterprise Architecture Office

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the general direction of the Information Technology Services Division (ITSD), Enterprise Architect Office (EAO) Information Technology (IT) Manager I, the Business Solution Architect demonstrates a depth of leadership and expertise on a wide array of enterprise architecture functions and is responsible for ensuring the California State Lottery (Lottery) systems and technology portfolios align with the organization's strategic goals and objectives. General responsibilities focus on the business architecture, which involves current state analysis and future state determination, business capability analysis, use case analysis, and understanding of the IT landscape by business area. The duties for this position are focused on the Business Technology Management, IT Project Management, Software Engineering, and System Engineering domains; however, work may be assigned in other domains as needed.

Job Description

35% (Essential) Defines methodologies for developing and maintaining enterprise blueprints and transformation plans to align technology with business objectives. Performs business analysis activities including customer journey mapping, business process analysis, and documentation of requirements. Ensure new projects align with strategic vision and technical standards. Conducts feasibility studies, alternative analysis, impact analysis, and trade-off analysis. Elicits business, functional, and technical requirements for new or existing applications. Develops and conducts peer reviews of requirements to ensure correct interpretation. Provides design assurance to project teams. Provides Enterprise Architecture (EA) marketing and outreach; develops, maintains, and showcases EA-related services and educational content.

Reviews industry trends for digital transformation, provides recommendations on growth areas, and assists in maturing the EA program. Maintains expertise on evolving technological trends and standards to move toward standardization of operating systems and platforms. Advocates, educates, and updates standards as technologies evolve to support business needs.

Develops and delivers technical presentations to groups and governance bodies to update on strategic direction. Supports IT Portfolio Modernization by presenting technology rationalization options and outcomes for cost, quality, and speed. Conducts EA solution assessments. Mentors and leads others, exemplifying professionalism, planning, facilitation, collaboration, leadership, responsibility, and communication.

30% (Essential) Develops and maintains enterprise-level application architectural diagrams, business and process flow diagrams, requirement repositories, interface documentation, network documentation, data



Job Description

definitions, dependency maps, and system/application configurations. Reviews and analyze existing systems, developing testing strategies to improve efficiency. Works with other ITSD groups on data standards, software development guidelines, and technology standards. Sets policy, direction, and framework for EA Governance, technology standards, policies, and accessibility compliance. Aligns mandates with strategies through policy review, process development, and standards ensuring accessible products and services. Provides education and training to Procurement staff on evaluation techniques and mitigation strategies.

20% (Essential) Conducts analysis of highly complex issues and provides 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 during the maintenance and operations (M&O) phase to ensure technical support after IT project completion. Leads the analysis of the current technology environment with technical subject matter experts, and business subject matter experts to detect deficiencies and legacy technical debt, recommending solutions for improvement. Manages integration of information systems and/or subsystems. Develop technology architecture to enable and drive new business capabilities and operating models. Analyzes technology trends and policies to determine their potential impact on enterprise technology architecture. Research and trains IT leadership on new technologies, laws, and policies to ensure all IT software within Lottery meet business needs.

10% (Essential) Works in partnership with Legal, IT Procurements, the Information Security Office (ISO) and various IT and non-IT Subject Matter Experts (SMEs) to review policies, develop processes and standards that ensure the most accessible products and services are obtained for the department. In addition, reviews and propose application changes to enhance the end-user experience.

5% (Marginal) Performs other job-related duties as assigned such as but not limited to: developing/maintaining various documentation, acting as a project lead, assisting with training of any new personnel for the unit, and performing analysis and consulting services.

Scope and Impact

- a. **Consequence of Error:** ITSD is responsible for delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

Errors, incomplete staff work, poor recommendations, and/ or poor decisions may result in the loss of or disruption of major service to customers and/or the inability of ITSD to meet business needs. As appropriate, staff must be available to respond to service outages that affect daily operations to ensure business



Job Description

continuity.

- b. **Administrative Responsibility:** None.
- c. **Supervision Exercised and Received:** The Business Solutions Architect is under general direction of and receives most assignments from the Enterprise Architecture Office, IT Manager I; however, direction and assignments may also come from the extended Information Technology Services Division (ITSD) management team. This position does not supervise others.
- d. **Personal Contacts:** The Business Solutions Architect interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.

Physical and Environmental Demands

Not Applicable.

Working Conditions and Requirements

The Business Solutions Architect will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position supports the Lottery during normal business hours from 8:00 a.m. to 5:00 p.m. unless approved by the unit manager. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
- b. **Travel:** Statewide overnight travel may be required.
- c. **Other:** This position may be required to carry a Lottery issued cell phone. This position may be required to be reachable outside normal business hours.

Effective Date: **TBD**

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:



Job Description

- 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.
- 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 Signature

Printed Name

Date



Job Description

Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...ADD THE SUMMARY OF DUTIES TO BE PERFORMED.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:



Job Description

- a. Schedule:
- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).