

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-030-1414-973				
UNIT NAME AND CITY LOCATED Information Technology Services Division, Technology Governance & Support Services, Enterprise Architecture – Elk Grove, CA		CLASSIFICATION TITLE Information Technology Specialist II				
		WORKING TITLE Senior Enterprise Architecture Specialist				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): __ AM to __ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:		System Engineering				
Under the general direction of the Information Technology Manager I over the Enterprise Architecture (EA) Unit, Technology Governance & Support Services (TGSS) Section, the Information Technology Specialist II (IT Spec II) serves as the as the Senior Enterprise Architecture (EA) Specialist demonstrating a depth of leadership and expertise while performing a wide variety of complex tasks to ensure the EA program is consistent with California Correctional Health Care Services (CCHCS) and State's business and IT goals, objectives, and standards. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior, and work cooperatively with others. Travel to institutions and work activities outside normal working hours may be required due to operational need.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
40%	Designs, develops, implements, monitors, and maintains an EA program. Serves as the advanced technical specialist on maintenance and innovation of EA program activities. Independently responsible for planning, supporting, and architecting an enterprise wide shared-services environment strategy using Service-Oriented Architecture. Acts as the liaison between internal and external stakeholders, within headquarters and in the field, to administer EA program activities. Acts as lead to highly technical staff responsible for the design of the CCHCS future					

	state for business and technology. Provides expert consultation to customers, project teams, and executive management on aligning IT capital spending that provides a guide for technology investments, engineering effectiveness, and operational efficiency. Maximizes, re-uses, and takes advantage of future technology changes all in support of the business drivers for CCHCS. Provides technical vision and subject matter expertise, leadership, and direction across the suite of products and services, and working closely with internal IT Services Division (ITSD) groups in Infrastructure, Operations, Application Development and Technical Services. Leads the creation of a holistic and service-oriented technology architecture based on a logically consistent set of principles and best practices ensuring it is communicated, understood, and supported by key decision makers within CCHCS. Creates and maintains reference models and technology frameworks linking business requirements, services, data and information, applications and infrastructure.
30%	Collaborate with the California EA Program to facilitate CCHCS EA alignment and state level integration. Represents CCHCS in technology and architecture discussions at the Department and statewide level. Responsible for developing and maintaining CCHCS EA alignment and state level integration, and developing and maintaining the CCHCS Business Reference Model, Service Reference Model, Technology Reference Model, and Data Reference Manual. Performs project overlap analysis at the departmental and Agency level as part of the IT Capital Plan associated with the California Technology Agencies statewide EA program, and develops summary reports. Prepares executive-level architectural reports, metrics, workload analysis summaries, and solution assessments for governance bodies, including ARB, executive leadership, and oversight entities. Maintains EA-controlled SharePoint repositories, governance documentation archives, decision logs, standards libraries, meeting materials, and team artifacts to ensure accuracy, accessibility, and audit readiness.
15%	Leads projects to implement enterprise changes based upon the defined business and technology future state EA through governance processes. Leads EA planning, development, implementation, and modification to support the CCHCS enterprise governance. Participates in and leads the more complex strategic business and tactical planning to develop and maintain EA policies, EA processes, IT standards and related procedures. Consult and advise the Chief Information Officer, IT Deputy Directors, IT Executive Managers, and Program Managers on EA and project matters. Meets and collaborates with high-level professionals from other departments, EA vendor community, and Agency staff regarding matters affecting the department's lines of business and EA policies. Represents CCHCS on State EA organizations and/or committees.
10%	Leads development, updates, and maintenance of technology standards, solution evaluation guidelines, hardware/software portfolios, and architectural reference artifacts that support consistent adoption across expanding Receivership program areas. Supports procurement evaluations by reviewing vendor technical maturity, integration readiness, and architectural fit. Facilitates development, publication, and compliance with CCHCS IT standards.
5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Information technology concepts, practices, and principles to provide a foundation for technology related work. Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and

techniques; performance monitoring tools and techniques; and data administration techniques and best practices.

Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the Department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management (PM) lifecycle including the state of California PM standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and State and federal privacy laws, policies, and standards.

Ability to: Perform research and data gathering; analyze information and evaluate results to choose the best solution and solve problems; communicate effectively verbally and in writing as appropriate for the needs of the audience; utilize reporting tools to develop and analyze statistical reports; interpret and explain technical information to non-technical individuals; interpret customer requests to meet service needs and resolve problems; provide customer service; work cooperatively with staff at all levels; proficiently use computers and productivity software; and understand and align technology proposals with business needs.

Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes.

Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, State, Department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes

and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

DESIRABLE QUALIFICATIONS

Education & Certifications:

Bachelor's degree in computer science, Information Systems, Engineering, or a related field; a Master's degree is highly desirable. Professional Enterprise Architecture certifications such as TOGAF, FEAF, Zachman, or other recognized EA credentials.

Technical & Professional Skills:

Demonstrated ability to produce clear, concise, and accurate executive-level reports, metrics, decision briefs, and architectural summaries. Strong vendor-management skills, including coordinating technical evaluations, assessing product maturity, and facilitating solution review discussions. Highly organized with the ability to manage multiple concurrent architectural activities, documentation streams, and solution intake workflows. Ability to identify, question, and appropriately challenge the status quo when architectural risks, inefficiencies, or misalignments are present. Proactive problem-solving skills with the ability to anticipate issues, communicate early, and recommend constructive solutions.

Interpersonal & Leadership Qualities:

Friendly, approachable, and collaborative demeanor that supports positive stakeholder engagement across technical, clinical, administrative, and executive teams. Ability to remain calm under pressure, maintain professionalism, and support decision-making during high-volume or time-sensitive architectural reviews. Strong communication skills, including the ability to clearly convey architectural concepts, requirements, risks, and recommendations to diverse audiences. Demonstrated capacity to support and coach others on architecture standards, governance expectations, and documentation quality.

OTHER DOMAINS

Software Engineering

Ability to interpret system workflows, architecture diagrams, and technical requirements to support EA solution evaluation.

Information Security Engineering

Ability to identify security implications in proposed solutions and ensure alignment with secure data-handling and statewide security practices.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

	- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS - Persons appointed to this position may be reasonably expected to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time. SPECIAL PERSONAL CHARACTERISTICS - Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. - Ability to build trust, improve communication, and assist with the transformation of correctional culture.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE