

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist II	Working Title Solution Architect
Employee Name Click here to enter text.	Position Number 791-711-1414-001
Project/Division Name Statewide Verification	Supervisor's Name Kimberly Crabtree
Unit Enterprise Architecture	Supervisor's Classification CEA
Physical Work Location 2870 Gateway Oaks Drive, Sacramento CA 95833	Duties Based on: ☒ Full Time ☐ Part Time - Fraction
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ Requires Fingerprinting & Background Check ☒ May be Required to Work in Multiple Locations ☐ Other (<i>specify below in Description</i>) 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.): This position may need to travel between different department locations within the Sacramento area.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
IT Domains used: ☐ Business Technology Management ☐ Information Technology Project Management ☐ Client Services ☒ Software Engineering ☒ Information Security Engineering ☒ System Engineering Summary Statement (Briefly describe the position's organizational setting and major functions): Under the general direction of the California Health and Human Services (CalHHS) Agency Chief Enterprise Architect, the Solution Architect will support the solution planning, design and implementation of the CalHHS Statewide Verification capability. This includes the foundation technology and infrastructure necessary for cross-program data services necessary to support CalHHS program verifications, verification data sharing, and metadata management. Program verification information is a key contributor to the CalHHS IT and Data Strategic Plan concept of a Future Data and Digital Ecosystem, necessary to provide person-centered, coordinated care. The verification capability will contribute to the ecosystem goals for coordinated care and satisfy the business need for the transactional processing of benefit/program eligibility performed by California counties. The role will support the ecosystem needs in addition to the CalHHS ability to transact and manage verifications. The solution architect will work with a small team of architects to plan, design and implement solution(s) that include cloud (PaaS), integration, and information architecture where necessary to meet business goals.	
Percentage of Duties 35%	Essential Functions CalHHS Verification Management Capability solution architecture: - Support program development of CalHHS Verification Management strategies through solution architecture(s) that promote CalHHS' IT and Data Vision to drive interoperability, data sharing and a secure, person-centric service models. - Design the technology, integration, and data solution architecture for CalHHS Verification Management, a core transactional capability of the ITDSP/FDDE. - Approve the functional and non-functional requirements for verification services as well as maintain the lifecycle of requirements and their impact on solution changes/releases.

	• Architect shared service aspects of verification management capability architectures across CalHHS in coordination with the strategic direction of the Agency and member departments, offices and boards (“entities”). • Provide leadership and guidance in the efficient use of solution architectures to foster and support organizational resiliency to accommodate changes in business needs. • Work with data and information architects to advance data sharing/exchange/collection across CalHHS departments, identifying and leveraging of shared services and adoption of common solutions where appropriate. • Provide mastery-level knowledge of cloud computing architecture strategies and direction within the CalHHS • Develop reference architecture strategies and support artifacts to assist CalHHS entities to progress in strategic efforts that leverage verification capabilities. • Analyze current state and develop target strategies, roadmaps, and solutions to modernize solutions/systems to optimize shared services. • Document and maintain solution design, diagrams, system interfaces, and data architecture for CalHHS Verification Management solution references. Support the development of State Project Approval Lifecycle or equivalent processes and documentation in the interest of establishing and maintaining the CalHHS Verification Management Capability.
35%	Technical Support Services within the Enterprise Data Services environment for Verification Management: • Work within the boundaries of the verification management capability to provide solution architecture support services to CalHHS projects or initiatives with interactions with program verification needs. • Engage with department technology organizations to understand their existing technology architecture needs, practices, and maturity for the purposes of solutioning right-fit solution architecture needed to support agency verification capabilities. • Collaborate with business and technical subject matter experts (SMEs) and develop technology design alternatives for consideration. • Advise on solution design options, risks, cost-benefits, impacts on other business processes and data priorities. • Understand market cloud (i.e.: IaaS, SaaS, DaaS, As-a-Service) services for the purpose of representing sound solution design service and design concepts for CalHHS strategic projects and initiatives relevant to verification capabilities. • Research available market services to support the modernization, migration, and/or transformation of relevant department systems as departments modernize systems relating to CalHHS’ priority core business capabilities to verification capabilities. • Support Portfolio Support services teams and projects with verification capability solution strategies for the most complex and/or strategic agency initiatives. • Review and guide integrated efforts for related concept/planning documentation. • Review select project concepts to ensure compliance with the Agency EA and target architecture.
20%	Cross-Agency Solution Leadership within systems thinking of Verification Management: • Lead, facilitate, research, design, and propose cross-agency/cross-program initiatives that are technologically necessary for the support of integrating health and human services. This includes technology capabilities required to achieve interoperability, systems integration, and data sharing such as Identity and Access Management (IdAM), Application Programming Interface (API), code repositories, and/or artificial intelligence/machine learning, etc. • Actively participate with conducting proof of concepts (POC) as needed regardless of POC sponsor. • Leverage CalHHS Enterprise Portfolio Management information to develop necessary cross-program and/or enterprise service development concepts necessary for enterprise capabilities. Lead tactical planning activities, that leverage cloud computing services to promote and normalize interoperability, data sharing and coordinated modernization in support of integrated and prioritized service delivery while providing opportunities for department-specific approaches.
5%	Communications and Presentations

	Provide executive-level presentations, light-training to partners if needed, and facilitate discussions, focused on solution architecture concepts, platform implications on business strategy, and reporting.
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: 1-25% of the time	Bending/Stooping: 1-25%
Other: Not applicable	
Type of Environment: a. Cubicle b. N/A	
Interaction with Public: a. N/A b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (<i>e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i>)
None

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		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	CR	10/13/2026
Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>) * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**** 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**