Duty Statement

Classification: **Information Technology Specialist III**

Position Number: **275-810-1415-001**

HCM#: **8250**

Branch/Section: **Information Technology Services Branch / Enterprise Solutions Development Division / Software Engineering Services Section**

Location: **Sacramento, CA**

Working Title: **Principal Enterprise AI Solution Architect**

Effective Date: **September 29, 2026**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

The Enterprise Solutions Development Division (ESDD) provides the infrastructure and application services for most of the business functions within CalPERS and its eight Regional Offices. The ESDD collaborates with other divisions to meet CalPERS' business needs by providing quality, innovative, and sustainable services for business continuity.

The Software Engineering Support Section (SESS) provides a variety of critical technical support services to the CalPERS Business Divisions and their customers germane to the CalPERS business lines of work.

Under administrative direction of the Information Technology Manager II, this position serves as a technical advisor within the Software Engineering Services Section of the Information Technology Services Branch. The role develops solution architecture direction, policies, standards, and technical guidance for highly complex applications and services, with a focus on Generative AI, automation, cloud-native design, integration, and modernization. It advises project teams, business partners, leadership, and executives on secure, scalable, and supportable technology solutions that align with CalPERS business needs. The position also supports mentoring, knowledge transfer, and cross-functional coordination to advance technology strategy and delivery.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members**.**

45%	Onsite[1] and virtually, guides solution architecture and technology strategy efforts by developing, documenting, maintaining, and recommending policies, standards, methodologies, and technical direction for highly complex applications and services. Evaluates emerging technologies, including Generative AI, large language models, AI-assisted development tools, automation frameworks, cloud-native software patterns, Application Programmer Interfaces (APIs), microservices, and event-driven architectures, and recommends appropriate courses of action. Designs end-to-end solution architectures that align business capabilities, data flows, integration patterns, security requirements, and operational support models across multiple platforms and environments. Assesses current-state and future-state architectures, identifies gaps, defines transition roadmaps, and coordinates major modernization, integration, and transformation efforts.
40%	Onsite and virtually, provides technical guidance and consultation to project teams, business partners, and leadership in the role of a solution architect. Coordinates project personnel as needed and provides technical direction within established project governance. Develops and analyzes solution designs, technical specifications, performance and capacity reports, implementation plans, and architecture artifacts, and reviews work for compliance with policies, requirements, and standards Evaluates proof-of-concepts, participates in design reviews, and translates business requirements into scalable, supportable technical solutions. Conducts executive briefings, negotiates with stakeholders or suppliers, and provides recommendations on highly specialized or critical software, integration, data, and AI-related technology decisions.
10%	Onsite and virtually, supports technical team members and project teams by reviewing plans and artifacts, providing technical guidance, and delivering knowledge-transfer sessions on software engineering and solution architecture practices to advance adoption of modern engineering and AI practices. The incumbent documents recommendations, shares implementation approaches, and supports adoption of Generative AI, modern development practices, cloud architecture, and integration design within assigned work efforts.
5%	Onsite and virtually, performs other duties as assigned and appropriate for this classification.

Working Conditions

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date**: