



DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-xxxxx	Effective Date 12/01/2026
Classification Title Information Technology Specialist II	Position Number 564-244-1414-xxx
Working Title Functional and Technical Architect	Bureau and Section Enterprise Accounting Systems Bureau WASS & Non-Tax Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general direction of the IT Manager I, the Information Technology Specialist II (ITS II) serves as both a Functional and Technical Architect. This role serves as the designated IT Service Owner and IT Application Owner for assigned enterprise applications. This hands-on role is responsible for designing, evolving, and governing end-to-end IT solutions that align with business objectives, enterprise architecture standards, and strategic goals. The incumbent leads the development and assessment of system, application, and integration architectures, ensures architectural consistency, and applies site reliability engineering (SRE) principles to deliver secure, scalable, and resilient solutions.

The role collaborates with business analysts, project managers, technical teams, and enterprise architects to translate requirements into feasible designs, supports modernization efforts, and embeds observability, automation, and reliability into service delivery. Responsibilities include architectural governance, lifecycle management, risk identification, and continuous improvement of architecture practices. The position also oversees service health, performance, and compliance, while mentoring technical staff and promoting architectural best practices. This role encompasses responsibilities within the Software Engineering and Business Technology Management domains.

Essential Functions

Percentage	Description

40%	<p>Architectural Design & Governance: Lead the design and assessment of system, application, and integration architectures aligned with enterprise standards. Develop and maintain current and future state roadmaps, capability models, and business capability maps to guide investment and prioritization. Produce architecture diagrams, data flow maps, and interface contracts to support modernization and scalability. Participate in architecture governance forums. Support enterprise value stream mapping activities and conduct architectural assessments to identify inefficiencies and improvement opportunities. Evaluate emerging technologies and provide input for strategic initiatives. Facilitate and participate in solution assessment meetings, technical design reviews, and collaborate with stakeholders to translate requirements into feasible, secure solutions. Support release planning, change control, and integration testing for multi-team deployments. Mentor staff to promote architectural best practices. Lead cross-training and knowledge transfer initiatives to build team capability and reduce single points of failure.</p>
25%	<p>Service Ownership & Lifecycle Management: Serve as IT Service Owner and IT Application Owner for assigned systems, accountable for end-to-end service delivery, performance, service level agreements/service level objectives (SLA/SLO), and lifecycle management. Lead the development of service roadmaps and readiness plans for major releases and legislative changes. Maintain authoritative documentation: architecture decisions, configuration baselines, recovery procedures, and integration contracts. Lead and coordinate technical MIRTs including containment, and cross-team communication. Participate in incident response, root cause analysis, and continuous improvement efforts. Collaborate with DevSecOps and Site Reliability Engineering (SRE) teams to embed observability and automation into service delivery.</p>
20%	<p>Reliability & Performance Engineering: Apply SRE principles to improve scalability and reduce operational risk: define, validate, and report on SLAs, SLOs/service level indicators (SLIs), error budgets, and automate remediation. Lead business continuity and disaster recovery planning and testing. Establish and monitor performance baselines, trends, and tuning strategies. Develop and validate recovery procedures and runbooks and integrate requirements into architectural designs. Support capacity planning and performance optimization across integrated systems.</p>
10%	<p>Technical Enablement & Compliance: Partner with DevOps and platform teams to implement continuous integration/continuous delivery (CI/CD) pipelines, infrastructure as code, automated testing, and secrets management. Collaborate with procurement, legal, and finance teams to manage licensing risks and obligations. Oversee software licensing strategies, including inventory management, contract compliance, and audit readiness. Provide architectural input and cost modeling for legislative proposals and strike team efforts. Support vendor negotiations to ensure alignment with enterprise architecture and scalability goals. Lead solution analysis to align new technologies with target architecture and policy. Embed observability practices: telemetry, distributed tracing, and alerting. Drive improvements in</p>

	deployment frequency, rollback procedures, and automated verification to reduce risk and increase delivery throughput.
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Marginal Functions

Percentage	Description
5%	Participates in succession planning and cross-training to strengthen architect capacity within the department. Performs other related duties as required in support of the department’s mission and strategic goals.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

_____	_____	_____
Name (Print)	Signature	Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

_____	_____	_____
Name (Print)	Signature	Date