

DUTY STATEMENT

Employee Name:	Position Number: 580-151-1415-011
Classification: Information Technology Specialist III (System Engineering)	Tenure/Time Base: Permanent/ Full Time
Working Title: Senior Application Solutions Architect	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Application Technology and Support Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating customer focused solutions that are responsive and agile; supporting a modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as, creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under administrative direction of the Information Technology Manager (ITM) II, Chief, Application Technology and Support Branch, the Information Technology Specialist (ITS) III, performs as

a recognized, lead technical specialist, on architecting and developing some of the most complex statewide systems at CDPH.

The ITS III functions as the enterprise application architecture technical subject matter expert, responsible for some of CDPH's most visible and mission critical application and database systems. The ITS III is responsible for establishing and leading the Department's strategic vision; defines the Department's secure application development lifecycle; and ensures that all new projects, maintenance, and operations activities are developed and built in consistency with the Department's and the State's business goals and objectives.

The ITS III is instrumental in leading CDPH in the development and implementation of the CDPH application development Cloud and digital transformation strategy and works in conjunction and partnership with the CDPH infrastructure and security teams to transition, develop and host business applications in all CDPH approved Cloud services. The ITS III will also develop a strategy and plan for the adoption of Software as Service (SAS) within CDPH and in partnership with the infrastructure and security groups

The ITS III serves as a member of various enterprise technology governance boards and develops standards and processes to monitor and provide structure to the application development team. The ITS III has responsibilities to review, design, approve, and integrate the application architecture and design of systems, ensuring the interoperability of data exchange and data flow. The ITS III promotes service delivery through innovative application design and improvements by implementing current industry technology while ensuring design best practices are adopted.

The ITS III exercises a high degree of independence and proficiency in troubleshooting, problem solving, handling and resolving the most challenging and difficult application production issues that are time sensitive and publicly and politically visible.

This position will be expected to leverage AI tools including GenAI, AI, Machine Learning, and automation applications and services supplied by the Department to streamline IT service delivery as part of their overall duties. Usage of these tools is expected to ensure a consistent baseline of gained efficiencies, quality and consistency of work. This position will be expected to identify opportunities to streamline business processes where the introduction of AI or automation would improve business outcomes.

The ITS III performs duties within the Software Engineering, System Engineering, and Information Security Engineering domains.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require up to 5% occasional travel to conferences or regional offices for meetings
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: This position may require the incumbent to monitor, receive, and respond to production

related and time sensitive work matters outside of normal business hours.

Essential Functions (including percentage of time)

- 30% Leads the maintenance and operation (M&O) of CDPH's most sensitive and critical business applications and systems, platforms, services, technologies, and tools. Ensures critical on-premise and cloud services and architecture are maintained and operating at optimal efficiency (e.g., data pipelines, system interfaces, web services, reporting and analytics, backups and recovery, restoration, failover). Serves as the senior technical expert on IT projects, reviewing and approving system designs and contract deliverables. Promotes best practices for implementation, maintenance, and operations.

Serves as the primary technical advisor for development teams, project managers, and business analysts. Provides architectural oversight in Agile/Scrum development processes. Mentors and trains technical staff on best practices in software development, DevOps, and system architecture. Facilitates stakeholder meetings to define business requirements and align them with IT solutions. Engages with vendors, consultants, and external partners to evaluate third-party solutions and integrations. Mentors and trains journey level staff in learning and performing system development life cycle functions to assume similar roles on future efforts.

- 25% Plans, develops, and documents policies, procedures, requirements, and methodologies; implements security and privacy controls across multiple IT disciplines; conducts presentations or briefings to executive management; contributes in the planning of the overall organizational IT strategy and direction; identifies current and emerging trends in technology and recommends appropriate courses of action; and advises management and executive level staff on governance and policy that supports forward movement, aligning with technological modernization strategies in support of CDPH programs.

- 20% Provides technical support for systems operating on CDPH's suite of enterprise tools, technologies, and platforms (e.g., Microsoft Power Platform, Azure Cloud Services, ETL services, Azure Functions, Application Insights, Databricks, SQL Server, Tableau, Windows Server, Python, PowerShell, SQL, SaaS, PaaS, IaaS, AWS). Identifies, researches, plans, and implements replacement and migration solutions as necessary. Attends and actively participates in meetings and project discussions. Stays current on industry trends and recommends new tools and practices to improve efficiency.

- 10% Ensures system adherence to state and federal IT security regulations, including National Institute of Standards and Technology (NIST), Health Insurance Portability and Accountability Act (HIPAA), and Federal Information Security Management Act (FISMA). Implements identity and access management (IAM) solutions for secure authentication and authorization. Conducts security assessments and recommends measures to mitigate vulnerabilities. Supports IT governance, acting as delegate for the ATSB Chief on various department committees and boards.

- 10% Provides technical advisory input throughout the IT procurement lifecycle, from contributing to the development of solicitations (RFPs, RFQs, etc.) to evaluating vendor proposals and ensuring alignment with CDPH requirements. Defines technical requirements; develops evaluation criteria and collaborates with stakeholders to select solutions that best meet the organization's needs.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: D.S.

Date: 10/23/26