DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-030-1402-014
UNIT NAME AND CITY LOCATED Information Technology Services Division, Technology Governance & Support Services, Enterprise Architecture – Elk Grove, CA	CLASSIFICATION TITLE Information Technology Specialist I WORKING TITLE Enterprise Architecture Specialist

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	E	R01	P	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 direction of IT Manager I, over the Enterprise Architecture (EA) Unit, Technology Governance & Support Services (TGSS) Section, the Information Technology Specialist I (IT Spec I) serves as the Enterprise Architecture (EA) Specialist demonstrating an in-depth understanding and level of expertise of System Engineering and EA to perform a wide variety of tasks requiring regular innovative problem-solving 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

40%	Designs, develops, implements, monitors, and maintains an EA program. Serves as the technical specialist on maintenance and innovation of EA program activities. Acts as the liaison between internal and external stakeholders within headquarters and in the field, to administer EA program activities. Works with the Senior EA specialist in the development of a technical vision across the approved ITSD suite of products and services the design of the CCHCS future state for business and technology. Provides consultation to customers, project teams, and executive management on technology vision 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. -Works closely with internal IT Services Division (ITSD) groups in Security, Infrastructure, Operations, Application Development to ensure EA standards are operationalized. Coordinates with the Senior EA Specialist and supports planning, and architecting an enterprise wide shared-services environment strategy using Service-Oriented Architecture. Participates in the creation of enterprise Service-Oriented technology architecture based on logically consistent set of principles and best practices. Creates and maintains reference models and technology frameworks linking business requirements, services, data, applications and infrastructure. Facilitates standards review meetings and gathers feedback from the Architecture Review Board (ARB) and submits recommendations for technology standards.
25%	Maintains and publishes CCHCS technology reference architecture and assists with enforcement of standards for all IT procurements. Acts as the enterprise Desktop and Mobile Computing Policy Coordinator ensuring purchases can be supported and are consistent with enterprise standards. Participates in strategic business and tactical planning to develop and maintain EA policies, processes, IT standards, and related procedures.
25%	Implement enterprise changes based upon the defined business and technology future state EA through governance processes. Participates in EA planning, development, implementation, and modification to support the CCHCS enterprise governance. May meet and collaborate with professionals from other departments, vendor community, and Agency staff regarding matters affecting the department's lines of business and EA policies. May represent CCHCS on State EA organizations and/or committees.
5%	Facilitates development, publication, and compliance with CCHCS IT and Medical Equipment standards. In the absence of the Senior EA Specialist, consults and advises the Chief Information Officer, IT Deputy Directors, IT Executive Managers, and Program Managers on EA and project matters.
5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Information technology concepts, practices, and principles to provide a foundation for technology related work; 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; 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.

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.

DESIRABLE QUALIFICATIONS

Knowledge of: Principles, practices, and trends of IT administration, management, training and supportive staff services; Enterprise Architecture frameworks, methodologies, and best practices (e.g. Federal Enterprise Architecture Framework, The Open Group Architecture Framework, Zackman Framework, Meta Architecture Framework); Information Technology Service Management (ITSM), Information Technology Infrastructure Library (ITIL) and System Development Life Cycle (SDLC) best practices.

Ability to: Work well under pressure, manage multiple priorities, meet tight deadlines, and make sound decisions; accept the challenges of working in a constantly changing environment; collaborate and coordinate with all levels of management, as well as CCHCS program and IT professionals; promote trust and credibility with staff, customers and peers; communicate in a professional and effective manner with co-workers, vendors, customers, and management utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations on an on-going basis. Set well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, demonstrates responsible behavior. Lead by example and gain the respect of others. Create technical documents (e.g., dataflow diagrams, entity relationship diagrams, process flows) for new and revised systems; effectively present information

to a wide variety of audiences including CCHCS senior management, end-users, customers, and external stakeholders.

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. Information Technology Service Management (ITSM), Information Technology Infrastructure Library (ITIL) and System Development Life Cycle (SDLC) best practices

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
Knowledge of: 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.
Ability to create and 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 20 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. Persons appointed to this position must be able to travel to institutions when

	needed, which will require walking. **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