STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
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HR Initials
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DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00182	**Effective Date**
Classification Title Information Technology Specialist II	**Position Number** 564-234-1414-005
Working Title Functional Architect (Audit & Legal Case Management)	**Bureau and Section** Enterprise Tax Systems Bureau Audit & Legal Case Management Services 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 an IT Manager I the Information Technology Specialist II (ITS II) serves as the Functional Architect and IT Service Owner for assigned enterprise applications. The incumbent is a subject matter expert responsible for designing, evolving, and governing end-to-end IT solutions that align with business objectives, enterprise architecture standards, and strategic goals. This includes developing architectural artifacts, evaluating technology platforms, and ensuring architectural consistency across systems. The Functional Architect collaborates with business analysts, project managers, and technical teams to translate requirements into scalable, secure, and maintainable designs. The role supports solution delivery through modeling (e.g., UML, ArchiMate, C4), architectural governance, and technical oversight. The incumbent works closely with Enterprise and Domain Architects to ensure alignment with long-term IT strategy, participates in architecture review boards, and mentors teams to promote architectural best practices. The position also supports project planning, risk identification, and continuous improvement of architecture practices. This role encompasses responsibilities within the Software Engineering and Business Technology Management domains.

Essential Functions

Percentage	Description

40%	Lead the design and assessment of application and integration architectures in alignment with enterprise standards. Support the development and maintenance of enterprise capability models, and define and maintain business capability maps to guide investment and prioritization.Participate in architecture governance forums and contribute to the development of architectural standards and patterns.Support enterprise value stream mapping activities and conduct architectural assessments to identify inefficiencies and improvement opportunities.Provide architectural input for strategic initiatives, including zero trust, cloud adoption, and modernization efforts.Lead cross-training and knowledge transfer initiatives to build team capability and reduce single points of failure.Facilitate discussions with business and IT stakeholders to translate requirements into feasible solutions.Support release planning, change control, and integration testing for multi-team deployments.Mentor junior architects and technical staff.
25%	Serve as the IT Service Owner for assigned application(s), accountable for end-to-end service delivery, performance, and lifecycle management. Act as the designated backup to the IT Application Owner, ensuring continuity of operations and decision-making. Lead the development of service roadmaps and readiness planning for major releases or legislative changes. Collaborate with DevSecOps and SRE teams to embed observability, automation, and reliability into service delivery. Participate in incident response, root cause analysis, and continuous improvement efforts.
20%	Integrate business continuity and disaster recovery requirements into architectural designs. Establish and monitor system performance baselines, trends, and tuning strategies. Define, validate, and report on SLAs, SLOs, and error budgets. Lead the development and testing of application recovery procedures and runbooks.Support capacity planning and performance optimization across integrated systems.
10%	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. Collaborate with procurement, legal, and finance teams to manage licensing risks and obligations.Support vendor negotiations and ensure alignment with enterprise architecture and scalability goals.

Marginal Functions

Percentage	Description
5%	Participates in succession planning 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