Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist III	Enterprise Solutions Architect
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-349-1415-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Solutions Section	*Click here to enter text.*
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Product Development Division	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch	10/28/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

On occasion, may need to travel for training, vendor sessions, and/or meetings at other State agencies and partner locations.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐Business Technology Management ☒ IT Project Management ☐ Client Services
☐ Information Security Engineering ☒ Software Engineering ☒ System Engineering

Under administrative direction of the Information Technology (IT) Manager II, Chief of the Enterprise Solutions Section (ESS), the Information Technology Specialist III (ITS III) serves as the Enterprise Solutions Architect for ESS in the Product Development Division (PDD). This is the expert advisor level. The incumbent is the section's senior technical authority for the architecture, integration, infrastructure, and modernization of the applications ESS supports, including CalJOBS, ACES, the Labor Market Information Division (LMID), and the distributed and Workforce Services Branch (WSB) supported applications.

The incumbent has expert level knowledge of enterprise and solution architecture, application development, cloud and infrastructure technologies, and systems integration, including emerging technologies. With

CalJOBS Modernization in project execution, the incumbent serves as the Employment Development Department's (EDD) lead solution architect working with the vendor implementation partner, WSB, and Information Technology Branch (ITB) divisions. The incumbent makes sure the solution is designed and delivered to be secure, scalable, maintainable, and supportable by EDD staff long after implementation.

The incumbent contributes to EDD's overall IT strategy, develops policies, procedures, and standards and enforces compliance with them, and sets the target architecture and technology roadmaps for ESS. For the most critical and complex technical work, where an error could seriously harm EDD's operations and the services it provides to Californians, the incumbent prepares the analyses, options, recommendations, and supporting artifacts the executive team needs to make informed decisions. The incumbent directs and coordinates project personnel, negotiates with project stakeholders and suppliers, and presents to executive management.

This is a hands on position. In addition to providing direction, the incumbent personally designs, builds, configures, upgrades, and implements application frameworks, integrations, and infrastructure components across multiple platforms. The incumbent performs most duties in the Software Engineering and System Engineering domains.

The incumbent exercises a high degree of initiative, independence, and sound judgment. The incumbent contributes to the growth of ITB as a customer focused service organization by following ITB cultural principles and providing constructive feedback to others within the Branch on how these principles are applied.

Percentage of Duties	Essential Functions
25%	Contributes to the planning of EDD's overall IT strategy and translates it into the target state architecture, reference architectures, and multi year technology roadmaps for ESS applications, including CalJOBS, ACES, LMID, and distributed and WSB-supported applications. Develops IT policies, procedures, standards, and controls for the design, development, and operation of ESS applications. Enforces compliance through architecture and design reviews and recommends corrective action when standards are not met. Aligns section architecture with the EDD Enterprise Architecture, ITB strategic plans, and California Department of Technology (CDT) policies, including the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM). Designs and develops complex, reusable architecture and application frameworks for systems, such as integration, security, logging, and deployment frameworks, that development teams build on. Leads key design decisions and maintains architecture decision records. Assesses the application portfolio for technical debt, end of support technologies, and modernization opportunities, and develops plans to retire or replace unsupported platforms. Represents ESS on ITB architecture and technical review forums.
25%	Designs, builds, configures, upgrades, and implements the integrations, data exchanges, and infrastructure components that ESS applications run on. Designs, develops, and implements multi-departmental and multi-agency systems and data exchanges that connect ESS applications with legacy mainframe systems, other EDD enterprise systems, other State departments, and federal, state, and local workforce partners. Builds and configures Application Programming Interfaces (APIs) and messaging, batch, and file interfaces, and develops and modifies technical specifications and interface agreements. Writes, reviews, and tests code, scripts, and configuration for critical components. Defines data models, system of record boundaries, and data flows, implements synchronization and reconciliation while new and legacy systems run in parallel, and works with data owners to protect data quality and confidential information. Designs, configures, and upgrades hosting components across multiple platforms, including cloud and on-premises environments, servers, containers, databases, and continuous integration and delivery pipelines, in coordination with ITB

	infrastructure teams. Shares expert application development knowledge with ITB infrastructure engineers to design, implement, and support critical applications, and assists management with selecting and implementing software tools and interfaces for ESS applications. Serves as the liaison among WSB, ITB infrastructure, cybersecurity, and operations teams, and the vendor implementation partner, so hosting needs are identified early and met on time. Develops and analyzes performance and capacity reports, and tunes, scales, or re-architects systems to meet demand. Implements Development, Security, and Operations (DevSecOps) practices, including source control, automated testing, monitoring, logging, backup, and disaster recovery, and works with the Cybersecurity Division so security requirements are reflected in designs. Provides technical direction on cloud readiness and the use of Platform as a Service (PaaS), Software as a Service (SaaS), Infrastructure as a Service (IaaS), Integration Platform as a Service (iPaaS), microservices, and event driven designs. Performs hands-on troubleshooting and root cause analysis of major production incidents and implements permanent fixes. Plans and carries out cutover activities so workforce and benefit services continue without interruption.
20%	Serves as EDD's lead solution architect for ESS modernization projects and major system implementations. Directs and coordinates the technical work of EDD project personnel, and works with vendor technical leads to assign, sequence, and track design, build, and integration activities. Sets the technical objectives, success criteria, and performance measures used to evaluate the project and the solution, and tracks results against them. Negotiates technical scope, design trade offs, timelines, and acceptance criteria with project stakeholders, WSB program partners, the vendor implementation partner, and other suppliers. Reviews and recommends approval of the vendor's solution architecture, detailed designs, interface specifications, data conversion and migration approaches, environment plans, and technical deliverables against contract requirements and EDD standards. Takes part in design sessions, sprint reviews, and release planning. Identifies technical risks and issues early, recommends mitigation, and escalates to management and project governance when needed. Confirms that the solution meets performance, availability, security, and accessibility requirements before acceptance. Makes sure architecture, configuration, and operational knowledge is documented and transferred to EDD staff to reduce reliance on contracted architects.
15%	Works collaboratively with the PDD management team and staff, and briefs and advises the ESS Section Chief on technical matters. Prepares and delivers presentations, briefings, decision papers, and other artifacts for ESS, PDD, ITB, and EDD executive management and program partners, explaining technical issues, options, risks, and recommendations in clear, non-technical terms so leadership can make informed decisions. Prepares impact, cost, feasibility, alternatives, and legislative analyses for technical solutions. Supports work intake, Project Approval Lifecycle (PAL) documentation, budget requests, and procurements by developing technical requirements and evaluating vendor proposals. Researches emerging technologies such as artificial intelligence, automation, low-code platforms, and analytics, builds hands-on proofs of concept, and recommends adoption consistent with State policy. Keeps expertise current through training and professional development, and takes part in cross-divisional workgroups.
10%	Provides technical direction, guidance, training, and support to Application Architects, developers, testers, and project team members without exercising formal supervision. Guides the development and elaboration of technical plans and artifacts. Reviews designs, code, and technical documentation for adherence to standards and best practices across the software development life cycle (SDLC). Mentors staff on architecture, cloud, integration, and secure development, and leads knowledge-sharing sessions to build in-house expertise. Works with the Enterprise Testing Solutions Section on test strategy, including performance, load, security, and accessibility testing.

Percentage of Duties	Marginal Functions
5%	Performs other duties, as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☐ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Provides technical leadership and direction to ESS staff but has no formal supervisory responsibility.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	FNB	11/10/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Civil Service Classification	Position Number
Information Technology Specialist III	280-349-1415-XXX

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file