CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

# DUTY STATEMENT

| | |
|---|---|
| | EFFECTIVE DATE |
| BRANCH<br>Technology Services | POSITION NUMBER (Agency – Unit – Class – Serial)<br>815 - 626 - 1405 - 002 |
| DIVISION/UNIT<br>Enterprise IT Governance. Enterprise Architecture | CLASS TITLE<br>Information Technology Manager I |
| INCUMBENT NAME<br>Vacant | WORKING TITLE<br>Manager, Enterprise Architecture |

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general direction of the Director, Enterprise IT Governance, the Enterprise Architecture Manager is responsible for leading the Enterprise Architecture program. The Information Technology Manager I is responsible for planning, organizing, staffing, directing, and implementing the services offered under the Enterprise Architecture program. The incumbent collaborates with management across the organization to align CalSTRS strategic and tactical plans with business goals and objectives and ensures the enterprise architectures (technical, business, solutions and information), and technical governance, standards, policies, processes and methodologies are appropriately developed, prioritized, assigned and managed to meet CalSTRS business needs.

| % 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. |
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| | **ESSENTIAL FUNCTIONS** |
| 35% | Lead the development and management of the Enterprise Architecture program to provide consulting services to the enterprise. Prioritize work within the team. Oversee, direct and mentor team members who are architects from various domains. Manage staff in support of the CalSTRS and Technology Services Branch goals and objectives. Recruit and hire staff required for the program. Provide support to staff to achieve goals. Maintain high staff morale through the use of appropriate recognition and performance management techniques. Provide staff performance reviews and on-going leadership/growth discussions on a periodic basis and as needed. Provide consultation, training, and staff development on processes and procedures to define and consistently utilize CalSTRS IT policies, methodologies and standards. Establish and monitor achievement of performance targets. Identify, analyze and resolve performance issues. Prepare and communicate program information to stakeholders and senior management. |
| 30% | Develop, advocate, and support the enterprise digital business strategies, as well as analyzing the IT environment to detect deficiencies and recommend enhancements for improvements. Analyze industry and market technology trends to determine their impact on the enterprise and recommend course of action. Define the future IT environment through effective forecasting and planning. Collaborate with business leaders to identify and analyze the enterprise's business drivers to derive its business, information, technical and solution architecture requirements. Evaluate new project requests for strategic and technical fit. Develop business cases and project justifications. Responsible for performing cost benefit analysis and conducting risk analysis. Provide consultative advice to leaders and organizational stakeholders who seek actionable recommendations to make decisions in developing solutions through technology and efficient business processes. Direct the alignment of the IT Strategic Plan. |
| 30% | Oversee the development, maintenance and communication of architectural principles, policies, standards, and guidelines. Define and lead the governance structures and activities associated with ensuring compliance. Facilitate the evaluation, selection and approval of tools and components used within the enterprise. Assess compatibility and integration with other systems. Develop target architectures and produce corresponding gap analysis and transition architectures. |
| | **MARGINAL FUNCTIONS** |
| 5% | Represents Enterprise IT Governance / Technology Services at meetings as needed. |

**COMPETENCIES**

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Prolonged periods of standing, bending, sitting, kneeling
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Ability to read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE SIGNED |
|---|---|---|
| | | |

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE SIGNED |
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