

DUTY STATEMENT
TECH 052 (REV. 02/2018)

PROPOSED

18-004

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE May 17, 2018	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist III		E. POSITION WORKING TITLE Enterprise Architect Lead Consultant
F. CURRENT POSITION NUMBER		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-515-1415-xxx
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Architecture, Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Ben Word, Information Technology Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MON-FRI, 8:00-5:00 PM DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under the administrative direction of the Information Technology Manager II (IT Mgr II), Chief Enterprise Architect, the Information Technology Specialist III (IT Spec III) serves as the Office of Enterprise Architecture (EA) lead consultant at the mastery level in the evaluation and selection of technology standards and governance processes to ensure information technology (IT) EA alignment and structure. The IT Spec III will consult on the statewide modernization design of shared services of the most critical and most complex projects and initiatives, as well as serve as key advisor to architecture practices and methodologies to the IT architecture community. The IT Spec III is responsible for providing technical and architectural consultation by advising the IT Mgr II in the development, maintenance and organization of the state's IT architecture framework and associated policies, standards and governance methods. Implementation of this framework methodology requires unique mastery-level skills that demands the ability to lead and advise IT architecture teams to effectively develop technology solutions that strategically align to its business vision.</p> <p>The IT Spec III is responsible for the development and implementation of the EA framework and methodology. The IT Spec III makes recommendations to the IT Mgr II and executives on EA policies, compliance, and on current and new IT developments. The IT Spec III works with organizations' functional areas, as well as stakeholders, which include but are not limited to departments' and agencies' EA architects, vendors, and partners to arrive at the most appropriate system design or integration of multiple systems. With IT constantly changing, the IT Spec III will stay up-to-date on emerging technologies and information that can affect the EA culture. At the mastery-level, the IT Spec III maintains first-rate architectural, pioneering, and presentation skills for creative facilitation, organization, and reporting. Collaborates with lead project support teams to facilitate and implement IT initiatives and processes to achieve the EA strategic goals and business objectives.</p>
<p>% of time performing duties 50%</p>	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p><u>Strategic IT Enterprise Architecture Management Initiative</u></p> <p>The IT Spec III serves as a subject matter expert for all IT EA projects and initiatives. At the mastery-level of expertise, duties include:</p> <ul style="list-style-type: none"> Engenders technical strategies and shapes the environment of California Department of Technology's (CDT's) enterprise IT architecture by implementing standards and controls;

% of time performing duties
(Continued)

contributing to the overall IT EA design while maintaining the system architecture across multiple platforms.

- Formulates policy and procedures and ensures they are in-line with the department and IT strategic direction.
- Architects, designs, implements and maintains system architecture across multiple platforms to best align technology solutions with business strategies. Determines the scope, plan, and IT resources needed with innovative solutions that fulfill IT and business requirements.
- Identifies and manages project risk through avoidance, mitigation, and development of contingency plans.
- Reviews/approves defined project deliverables.
- Consults with Agency/Department architects and lead project support teams, as well as private consultants and external IT partners and vendors to strategically improve business processes.

Mastery-Level Advisory

25%

The IT Spec III advises the IT EA community in applying process improvement models and methodologies, best-practices and guidelines to update and align organization business architecture outcomes and processes.

- Advises on and/or coordinates the planning and delivery of organizational IT strategies and resources using both business and IT architecture approach.
- Leads the teams and the projects required for the IT community to achieve successful approaches to optimize business processes and its correlation to IT components.
- Advises on the consistency of IT initiatives and soundness across a wide range of related business capabilities.
- Performs continuous improvements to IT EA roadmaps to determine the objectives and measures upon which the business strategies and IT developments will be evaluated.
- Advises on investment security and proper resources to allow for informed IT EA initiative prioritization based on the value of specifically targeted business outcomes.

20%

Enterprise Architecture Governance

- Advises on the establishment of the architecture assurance framework to be leveraged statewide, that includes an atlas with an IT architecture decision map that can be used across architecture domains (business, information, technical).
- Guides executive decision-makers to make accurate and timely decisions based upon architecture best practices.
- Incorporates hardware and software standards by bridging the gap between the business needs and business systems, portfolio management, and rules for integrating outside programs.
- Performs IT asset analysis to evaluate and plan for future departmental needs using analytical tools and techniques per departmental policies and vendor support guidelines.
- Reviews CDT's IT EA and makes recommendations regarding technical and operational feasibility.
- Establishes processes to monitor projects through their lifecycle to assure architecture changes aligns with the enterprise vision.
- Organizes teams, makes plans, assigns and tracks work, and shares documents in planview, keeping communication and progress transparent.
- Performs research, stays abreast of new technology trends and tools; audit processes, systems, reports, and recommend best course of action.

% of time performing duties (Continued)

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

Effectively represents the CDT's Office of Enterprise Architecture in meetings and engagements with other agencies and vendors. Other related business and technical duties as assigned.

Work Environment Requirements

- May be required to travel frequently to various offices and locations throughout the Sacramento and surrounding areas to provide client services, attend meetings, conferences and training.
- May be required to travel via private or public transportation including overnight lodging.
- May be required to carry a mobile device and be available by phone and/or email.
- May be required to work outside of normal business hours; periodic off-shift and weekend work.
- Works in an office environment operating a laptop, keyboard, mouse, monitor(s) and printers under non-natural lighting for prolonged periods of time.
- Work in a high rise building.
- Frequent moving, standing or sitting during in-person meetings.
- Professional business attire.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Specialist III receives administrative direction from the IT Manager II.

Actions and Consequences:

The IT Spec III is expected to demonstrate strategic technical leadership; act independently in their duties, and advises on major initiative decisions on governance and policy related to IT architecture based on their recommendations to management and executive level. Poor recommendations and facilitation can create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide critical services to the public or satisfy a legislative mandate.

Personal Contacts:

The IT Spec III works closely with department's enterprise architects and will have frequent contact with Agency/Department's enterprise architects, managers, and staff, as well as private consultants and vendors to: advise, plan, implement and support advanced IT EA initiatives. Has frequent contact with CDT executive staff, and sub organizations to CDT to ensure that state procedures are followed and that critical issues and policies are well understood and acted appropriately upon. Represent the CDT and the OEA within and outside the OEA in a way that will enhance public respect for and confidence in the employee, Department and State Government.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

None

Supervision Exercised:

None; however, may lead a team, project, or function.

Other Information

Desirable Qualifications: (List in order of importance.)

- Knowledge of interoperability of multiple architectural platforms and systems
- Knowledge of the development and application of technology in the business environment.
- Ability to produce technical enterprise level architectural design outputs.
- Ability to provide enterprise architecture consulting services to Agencies/Departments.
- Ability to influence others toward a common goal, by building consensus and getting buy-in from others on plans and proposals, including enlisting third party support.

- Strong leadership skills to lead large and complex technology projects and to facilitate the development, implementation, and maintenance of enterprise technology systems and design.
- Ability to utilize and apply appropriate resources to align the technical environment with strategic business needs.
- Experience in delivering presentations to senior-level executives and technical audiences.
- Excellent written skills for preparing reports and briefings.
- Ability to bridge the strategic intent and practical application across multiple domains.
- Ability to work collaboratively with multi-disciplined work groups.
- Skills with leading efforts to create technological solutions and architectures impacting critical areas of the business.
- Formal business and IT architecture training/education.
- Ability to maintain consistent, regular attendance.
- Ability to be organized and plan ahead in order meet important deadlines.
- Ability to maintain a professional decorum and treat others with respect.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) Ben Word	SUPERVISOR SIGNATURE	DATE
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