

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist III	Benefits Solutions Architect
NAME OF INCUMBENT:	POSITION NUMBER:
	280-349-1415-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Benefits Solutions Section	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Product Development Division	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch	1/2/2024
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
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 and/or meeting at other State Agencies.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under administrative direction from the Information Technology (IT) Manager II, the IT Specialist III functions as an Information Technology Specialist III in the Benefits Solutions Section. The incumbent possesses expert level knowledge and expertise for all aspects of applications software development, which includes emerging, "cutting-edge" technologies. The incumbent applies this expertise to play a major role in formulating technological strategy and policy for maintaining existing Benefits Application solutions, and for the development of the vision for activities that guide the development and management of a Benefits solutions portfolio. Solutions include projects, systems, applications, technologies, processes, and information to meet business needs and align with architectural governance and standards. The incumbent is responsible for ensuring existing and prospective Enterprise IT Architecture Solutions are secure, are scalable to facilitate better processes efficiency, are extensible allowing for easy system modifications, operate accurately; and is also responsible for effectively planning and developing Enterprise Architecture Solutions activities to capitalize on new IT technologies that will drive advancements to EDD's IT Services and Support capabilities.</p>	

The incumbent utilizes master level IT expertise and extensive knowledge to direct the most critical/complex projects. This includes providing PDD and Information Technology Branch (ITB) management with expert advice regarding the formulation and development of Benefit Applications Solutions for inclusion in the enterprise architecture, including providing strategic and tactical technical direction.

The incumbent will expertly lead, architect, build, administer, and maintain the most complex Benefits related enterprise applications and corresponding cloud technology used by internal and external customers. The incumbent will perform most of their duties under the Software Engineering domain.

The incumbent will lead software development, transformation of the most complex Benefits related enterprise applications to cloud technology; and application maintenance and operations activities for the Enterprise Solutions Section by overseeing projects and activities supported by groups within the section. The incumbent will provide technical oversight and guidance to staff to ensure that staff properly execute their duties and are aligned with EDD's business vision and objectives. The incumbent will provide expert level direction, and software engineering best practices to staff supporting EDD's most complex and critical applications.

The incumbent contributes towards the growth of the IT Branch (ITB) into a customer-focused, service organization by following ITB cultural principles and providing constructive feedback to others within the Branch regarding the application of these principles.

Percentage of Duties	Essential Functions
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30%	Serves as a master technical Enterprise Solutions Architecture expert advisor to lead the strategic direction for software engineering and application services within PDD. Responsible for building and maintaining complex and critical applications and interfaces that support EDD's benefits business services. Provides strategic technical direction, influence, and expertise to drive continuous improvement of the Department's use of cloud technology for deployment of its mission critical Benefits Applications. Provides software architecture solutions and detailed design documentation in support of the EDD's mission critical benefits applications using the EDD's Enterprise Architecture Vision and strategic direction as a base. Works with other Divisions within the ITB and California Department of Technology to ensure the availability of critical benefits applications and cloud technology benefits solutions. Monitors Benefit Solutions Section staff to ensure that software engineering standards and best practices are met. Provides master level direction, guidance and mentoring to lower-level Benefits Solutions Section staff to ensure their work is in compliance with Departmental Strategic Plans.
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25%	Utilizes expert level knowledge and expertise for all aspects of applications software development, which includes emerging, "cutting-edge" technologies to provide technical knowledge, training and leadership for all benefits applications and cloud technology that are developed, administered and supported for all Benefits Solutions Section mission critical systems and major projects. Ensures the availability, security, reliability and scalability of the section's benefits applications for the customers throughout the State of California. Provides technical solutions that are consistent with the Department's and Branch's strategic direction. Leads teams within EDD and their transformation to cloud technologies such as Platform as a service (PaaS), Software as a service (SaaS), Integration Platform as a Service (iPaaS), Infrastructure as a
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Service (IaaS), APIs, open data microservice, event driven IT and predictive analytics.

25% Based on master level knowledge and expertise, leads teams within the EDD to develop and implement new benefits applications and services based upon the best practices for success development throughout the entire software development life cycle (SDLC) in compliance with the California Department of Technology's (CDT's) requirements ; and industry best practices. Collaborates with senior software engineers and other application development teams in architecting benefits solutions and application services. Tests enhanced capabilities and provides a level of expertise and technical knowledge across all system environments to ensure the highest level of coordination and integration for the EDD applications and infrastructure. Strives to continuously develop new and improved software engineering capabilities. If needed, provides impact and costing analyses, alternative analyses, legislative analyses, and supporting documentation for technical solutions.

Percentage of Duties	Marginal Functions
10%	Shares master level application development expertise with ITB's infrastructure engineers in a collaborative effort to design, architect, implement, and support critical benefits applications. Implements and maintains a software engineering architecture that allows the EDD's major automated systems to operate. Assists management with software tools and interfaces in support of EDD's critical applications.
5%	Works collaboratively with the Product Development Division management team and staff, briefs and advises the manager, exercises a high degree of initiative, independence of action and originality, and demonstrates tact and good judgement based on analysis and experience.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 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: <i>Click here to enter text.</i>	
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	
NA	

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 Unit (CPU) Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	4/2/2024

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:

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.