

# DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: <b>24-OEIM-542</b>	Classification Title: <b>IT Specialist III</b>	Position Number: <b>810-250-1415-003</b>
Incumbent Name:	Working Title: <b>Chief Enterprise Solutions Architect</b>	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Office of Environmental Information Management</b>	Section/Unit: <b>Enterprise Architecture &amp; Data Services</b>	Reporting Location: <b>Sacramento/HQ</b>
Supervisor's Name: <b>Alex Luc</b>	Supervisor's Classification: <b>IT Manager II</b>	CBID: <b>M01</b>
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input type="checkbox"/> None <input checked="" type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

**Human Resources Use Only:**

**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date
Katie Elizalde	<i>Katie Elizalde</i>	06/28/2024

**General Statement**

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

**Equity Statement**

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

**Position Description**

Under the general direction of the IT Manager II (Chief Data Officer), the Information Technology Specialist III (ITS III) works as the Chief Solutions Enterprise Architect (CESA) and is responsible for providing the leadership, direction, training plans and coordination of work activities and resources for the DTSC's enterprise architecture team. The CESA is designated by the CIO as the Chief Enterprise Solutions Architect who is responsible for establishing the Department's IT strategic plan which ensures

that the most complex projects are aligned with the Department’s Strategic Plan goals and objectives. The Chief Enterprise Solutions Architect has authority and decision making over DTSC’s data center and multi-cloud environments and will be responsible for architecting enterprise-wide solutions and services that will align with advancing DTSC’s mission while ensuring complex information and data sharing interoperability is established across DTSC programs, State departments and Federal programs. Duties include, but are not limited to:

**Essential Functions (Including percentage of time):**

**35%** Leads, plans, organizes, directs, monitors, and controls the activities of the enterprise architecture team and technical staff. Facilitates the development, management and governance of the current and future State enterprise architectures (business, data, service/application and technology) based upon strategic business direction. Assesses near-term needs, using enterprise architecture processes to establish business priorities. Consults with business and technical subject matter experts (SMEs), and develops alternative solutions. Advises on options, risks, cost-benefits, impacts on other business processes and system priorities. Defines high-level migration plans to address the gaps between the current and future state, ensuring alignment with the IT budgeting or other capital planning processes. Manages the enterprise architecture communication strategy. Communicates and promotes the enterprise architecture process, outcomes and results to the organization, including the organization executives, managers, projects, staff and other personnel. Provides regular reports to the Chief Data Officer (CDO, ITM II). Leads development and implementation of innovative technologies by collaborating with technical teams, evaluating and analyzing potential value and risks associated with emerging technologies, and making determinations on enhancing and/or developing approaches into IT operations including but not limited to: Agile methodology, DevSecOps (development, security and operations), user-centric design, IT Service Management (ITSM), Customer Relationship Management (CRM) and cloud adoptions. Architects and delivers Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and other cloud services to DTSC program owners and solution architects using proprietary and open-source cloud computing solutions. Works with different IT teams across DTSC and CalEPA to develop, improve and deliver DTSC IT cloud reference models and operational solutions which cover continuous integration / continuous delivery (CI/CD) pipelining for container/virtual machine deployment on hybrid cloud, IaaS, PaaS, and serverless environments.

**35%** Independently ensures the comprehensive solution design reinforces the extensive business functions in an efficient and effective manner. Identifies high-level, complex technical requirements in support of mission critical business requirements and coordinates with technical experts at the various State, Federal and county levels, as well as from the vendor community. Leads and participates in various design, system walkthroughs and checkpoint reviews, testing, and implementation activities with internal and external stakeholders/partners. Coordinates and participates in the most complex custom technical software configuration management and maintenance of system environments. Independently manages the architecture strategy and models for compliance and consistency with the DTSC and State’s overall architecture strategy and contractual requirements. Reviews all deliverables and makes key complex decisions associated with the technical aspects of the project (design, development, testing, system performance, and operability). Reviews and evaluates the technical deliverables and provides findings and makes recommendations to project management on acceptance. Ensures system adherence to technical requirements for design, development, testing, system performance, and operability. Implements enterprise changes based upon the defined business and technology future State enterprise architecture, through guidance and governance processes. Plans, develops, implements, and modifies information associated with enterprise governance. Establishes and regularly reviews goals, objectives, budget and staffing for the EA team. Develops tactical plans at least annually to help meet established goals and objectives and support DTSC’s priorities as established by the Technology Advisory Committee. Provides leadership, guidance, and direction for the Enterprise Technology Solutions team to ensure plans are accomplished within budget according to the quality, timeliness, performance, and security standards established for operation. Establishes and monitors a structured development program

	for the solutions architects, requirements and change management, information architects and database administrator’s roles.
<b>20%</b>	Researches published IT standards, guidelines, and studies; reviews IT related federal, state and legislative mandates and audit report findings. Participates in the development of technical architectural standards at the project, department, and state level, requiring a detailed and broad understanding of State business requirements and best business practices related to the technical architecture. Stays current on statewide information technology policies in accordance with the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM). Presents the system requirements to a wide variety of distributed computing systems experts and architects at the State, local, and federal levels and with technical architecture consultants. Assists in the IT procurement activities by serving as a technical member on the evaluation and acquisition teams during the evaluations of draft and final project and system proposals. Assists in developing and maintaining architecture requirements, developing proposal evaluation criteria, developing responses to vendor questions to the Request For Offers (RFO) and other contract and projects documentation.
<b>5%</b>	Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date. Performs related duties as required to fulfill DTSC’s mission, goals and objectives; assists where needed within OEIM, which may include special assignments. Attends staff meetings and performs other duties when required.

**Marginal Functions (Including percentage of time):**

<b>5%</b>	Performs other related duties as required to support the functions of OEIM.
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**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works primarily on a desktop computer in a cubicle environment in a high-rise office building in downtown Sacramento. A flexible work schedule, including telework, is available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The incumbent may spend multiple hours a day on the phone or in meetings, interacting with customers, management and staff on detecting, reporting, and mitigating security breaches, intrusions, and employee misuse of systems and resources. The incumbent may work on sensitive, confidential, and/or controversial assignments. The incumbent must work well with others, accommodate changing priorities, work occasional irregular hours, and be able to meet critical deadlines. The incumbent will use a variety of office equipment, (e.g., computers, copiers, digital senders, videoconference equipment, etc.). May be required to travel to meetings, training, and the regional offices.

**Special Requirements of Position (Check all that apply):**

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

<b>Explanation:</b>

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
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Employee Name	Employee Signature	Date