



DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

704-1415-002

ACTIVE
☐ CURRENT
☒ PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Infrastructure Branch	
3. REPORTING UNIT NAME Network Operations Section - Infrastructure Matrix Team		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE IT Specialist III		6. WORKING TITLE Product Architect	
7. POSITION NUMBER 704-1415-002		8. PREVIOUS POSITION NUMBER 718-1401-004	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? ☒ Yes ☐ No

This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVAL J. Wilkinson	15. DATE APPROVED 9.23.2021
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Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under administrative direction of the Information Technology (IT) Manager II, the Technical Architect, IT Specialist III, performs activities related to discovering concepts and theories for enterprise modernization architecture. Provides strategic and technical leadership, and mastery-level expertise to drive continuous improvement of the DMV's modernization project's use of technology. Assignments require an advanced level of organizational understanding to bridge the strategic intent and practical technical application. Advises management on formulating IT strategy, policy, and governance for the modernization project and enterprise wide to link strategic goals and innovation. The IT Specialist III performs duties related to System Engineering and Software Engineering, including but not limited to Enterprise Architecture, Software Architecture, Software Development, Software Integration, and Product Management.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

35%	Technical Architecture (E) Leads, plans, and organizes technical architecture solutions to meet the strategic needs of the department to bridge the strategic intent and practical application across multiple domains, and provides system logistic expertise. Provides mastery-level expertise in the development, management and governance of the current and future business applications. Serves as technical expert to define high-level plans to address the gaps between the current and future state. Architects and develops technology solutions and infrastructure specifications, communicates system requirements to software development teams, evaluates and selects appropriate software or hardware and recommends integration method. Plans and coordinates the retirement and decommissioning of obsolete technology infrastructure and systems. Leads and manages technology development and implementation of agreed architecture and infrastructure, combining software and system components, while ensuring interoperability and efficiency.
30%	Enterprise Architecture (E) Architects, designs, implements, and maintains system architecture across multiple platforms to best align technology solutions with business strategies. Analyzes and recommends new and emerging IT technologies with a focus on technical architecture to meet enterprise objectives to align with strategic organizational goals. Assesses proposed projects' architecture feasibility, as well as implementation benefits and risks to target architecture maturity. Facilitates the alignment and adoption of service standards, service-oriented architecture, security and service delivery for the enterprise and ensure architecture, data integration, security and policy capabilities in order comply with federal/state policy, architecture requirements, security requirements, and data exchange standards. Recommends new



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technology, proposed future technology, trends, technical components, interfaces, protocols, and architectures to ISD management. Advises on the formulation of IT strategy, policy, and governance in support of enterprise architectural objectives and technology modernization. Evaluates current IT assets and emerging technology trends to forecast and recommend future technology acquisitions.

20%	<p>Project Management (E)</p> <p>Guides team members, created from various ISD disciplines, to ensure project objectives are met. Manages work in a matrix team environment, collaborating with staff from multiple sections within ISD, business customers and vendors. Works as an architect to lead multiple IT projects applying industry standards, principles, guidelines, and techniques. Performs risk assessments to develop response strategies in order to control or reduce risk. Develops and maintains IT Contingency Planning program including preliminary planning, business impact analysis, recovery strategies, training and exercising to work within the overall business continuity plan.</p>
10%	<p>Knowledge Management and Skill Development (E)</p> <p>Collaborates with other departmental experts and team members to develop and implement key strategic IT initiatives including innovation and optimization opportunities. Researches and determines enterprise system design changes and change requirements needed to drive targeted business outcomes by understanding business drivers and business capabilities (Current State and Future State). Maintains awareness and expertise of current and emerging IT trends and technologies keeping abreast of industry standards, applying new and emerging processes and procedures with an emphasis on technical architecture.</p>
5%	<p>Communication and Relationship Management (E)</p> <p>Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives. Facilitates architectural board meetings and conducts presentations and/or briefings on modernization projects to departmental executive leadership and oversight agencies. Performs other job-related duties as required.</p>



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18. SUPERVISION RECEIVED

The ITS III reports directly to and operates under the general direction of the Network Operations Section Manager (ITM II).

19. SUPERVISION EXERCISED AND STAFF NUMBERS

The ITS III is the technical expert over a multi-functional, highly complex project. The ITS III does not supervise but may act as a lead to others and will be regarded as the Subject Matter Expert.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works indoors in an office setting, in a cubicle. Will access a computer, sit for periods of time, and attend meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

DMV operates 24/7. Incumbent may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out-of-town classes or conferences.

22. PERSONAL CONTACTS

The ITS III communicates with DMV's Executive Office, Department of Finance, California Department of Technology, and the California State Transportation Agency on project status. The ITS III maintains relationships and communicates with management, business and technical teams, vendors, internal and external stakeholders.

Communications are by phone, email, in person, and mail. Interactions may be general, confidential, sensitive or informative