

## DUTY STATEMENT

Employee Name:

Classification: Information Technology Manager II (Business Technology Management)	Position Number: 580-150-1406-002
Working Title: Enterprise Architecture Section Chief	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: M01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Architecture Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by setting future state direction, leading enterprise transformation and modernization, and optimizing business operations to facilitate change that maximizes its value and minimizes risk, as well as meeting business and program needs.

The Information Technology Manager II (ITM II), Enterprise Architecture Section (EAS) Chief, works under the administrative direction of the Assistant Deputy Director, Chief Technology Officer (CTO) of the Information Technology Services Division (ITSD). The ITM II directs all activities of the Branch and provides leadership and direction to professional and multi-disciplinary technical staff throughout the Department regarding all aspects of California Department of Public Health (CDPH) architecture, technology strategy, and architecture support functions. The ITM II collaborates with, and advises the Chief Information Officer (CIO), Information Security Officer, Project Management Officer, and executive staff to provide critical information, recommendations, and approaches on all matters relating to CDPH information technology (IT) architecture strategies, policies, and complex transformational or modernization efforts and issues.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

**Essential Functions (including percentage of time)****35% EAS Management and Supervision**

The ITM II plans, organizes, directs, monitors, and controls the activities of the EAS program and highly-technical staff, which include the analysis, design, planning, and implementation of enterprise technology components and new architectures to achieve the organizations strategic goals and vision. The incumbent is responsible for the organization's enterprise architecture operations; ensuring the digital transformation and modernization of CDPH enterprise architecture is consistent with the vision and strategic goals of the Department, business, and program; and that all architecture operations are guided by sound approaches, policy, principles, standards, and patterns that provide a clear strategic context for planning the transformation and modernization of the enterprise business systems and processes.

Responsible for the overall architecture of all technology solutions and owns and manages the Department's architecture governance processes; initiates and delivers technology evaluations, and is accountable for driving the simplification and standardization of the department's current and future-state architecture; ensuring best practices for system design are systematically applied and provides technology leadership and support for the creation of scalable, secure, and extensible solutions; providing technical expertise for minimum viable products (MVP) and proof of concepts (POC); and providing architecture consultation to project teams, customers, and other technical areas. Matures the Enterprise Architecture (EA) program through the monitoring and measurement of key performance metrics. Responsible for defining metrics to access the effectiveness and value of the program within the organization. Creating strategies for developing a high-performance EA practice that is customer/business-focused, strategic, and pragmatic. Oversees the development and documentation of the Organizations enterprise, business capabilities and processes, business and information technology systems and their components, dependencies such as information flows, and technical infrastructure components that enable system operations; guides the facilitation of architecture analysis, design, planning, and assurance; and ensures the architecture practice applies sound frameworks and processes to identify architectural changes that meet enterprise business needs, identify opportunities to improve operation, and enable strong governance and decision making. Utilizes input from customers, staff, peers,

vendors, and independent research in accordance with the direction of the CIO, the Department's executive management, and applicable sections of State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), IT Policy Letters, Executive Orders, and IT Budget Letters. Performs oversight of staff performing administrative functions for EAS, including, but not limited to, contract and procurement efforts, legislative bill analysis, and personnel and budgetary issues.

### **30% Policy and Planning**

The ITM II is responsible for the development and implementation of enterprise architecture IT policies, standards, processes, and procedures governing the design, development, and advancement of the Department's IT architectures and business applications that applies to all technology investments, business processes, enterprise services, data and information management, application development, and technology infrastructure; defining the scope, authority, audience, and responsibilities for how the EAS will be developed, maintained, matured, and institutionalized to provide consistent services, access; establishing the criteria for enterprise architecture processes, practices, and resources; providing strategic and tactical guidance to ensure sound technology investments; supports the goals and objectives of the department's Business Strategic Plan, and the California Health and Human Services (CHHS) Agency vision and direction.

Defines and oversees the Enterprise Architecture Life Cycle (EALC) governance, process, and procedures to successfully manage strategic organizational changes and drive business transformation effectively and efficiently. Develops and matures enterprise architecture capabilities and services so that they are driven by understanding the Department's program/business strategy and strategic scenarios/use cases to advance business and IT enabled transformation. Builds and matures strategic documents that provide a clear vision for future-state activities and transformation, such as the Technology Management Plan (TMS) to define and realize an integrated technology approach that is focused on long-term strategy and is an umbrella documents that is comprised of strategic approaches (e.g., Cloud, Digital, Data, Cybersecurity), critical ecosystems, multi-year technology roadmap, and IT investment strategies.

Collaborates with the Department's senior IT management team to facilitate workforce and succession planning strategies that support business program needs. Stays up-to-date with current and emerging technologies; establishes, implements, and monitors policies and procedures in accordance with current and changing technology practices and trends from local, state, federal governments, and other state departments; formulates, revises, and approves technology policies and procedures that are consistent with the Federal, State, and CHHS Agency's IT governance model to ensure compliance with laws, regulations, and state IT policies and guidelines; reviews and establishes policies, standards, principles, and procedures for all aspects of the departmental IT program pertaining to enterprise architecture and technology strategies to maximize IT spend and business optimization in compliance with IT governance, policies, procedures, state laws, rules and regulations. Reviews proposed legislation to determine impact on the Department, or California Health and Human Services

(CHHS) Agency, operation and provides recommendations to senior technical staff, managers, and executives for implementing passed legislation.

**20% Collaboration & Coordination**

The ITM II partners and collaborates with the CHHS Agency and the California Department of Technology (CDT) in identifying and formulating opportunities that advance business and effectively deliver user-centric solutions for CDPH stakeholders. Provides departmental architectural outreach to external and state organizations and agencies by participating in statewide IT committees (e.g., California Department of Technology Enterprise Architecture Council), attends control agency IT issues and planning meetings, interfaces with other State entities, project managers, and executives. Collaborates with business programs and state agencies to bringing together an understanding of the organization’s strategy and business model to identify program and operational modernization opportunities and reduce the complexity associated with digital transformations.

**10% Enterprise Architecture Governance**

The ITM II is responsible for the development and implementation of Enterprise Architecture (EA) governance to synchronize architectural requirements into an understandable set of policies, principles, processes, procedures, and standards to ensure that technology components, environments are aligned with business outcomes; and to provide a structure for guiding strategic decision-making about solutions designs and technology choices that optimize the value of architecture across the enterprise.

Manages and chairs the Architecture Review Board (ARB) which serves as the main architecture governance body ensuring IT initiatives align with architecture policies, principles, and standards; the Technology Management Strategy; ecosystem architecture; and ultimately align with the organization’s goals, strategies, and objectives. The ARB defines appropriate IT strategies and ensures development alignment with those strategies; responsible for defining technical design policies, principles, standards; all technical aspects of enterprise IT portfolio(s); approving current and future-state architecture; approving technology roadmaps; conducting alternative analysis; and providing technical recommendations on architecture and design to business and program.

**Marginal Functions (including percentage of time)**

**5%** Performs other job-related duties as required.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>	<p>I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the</p>
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		hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By: CW	Date 3/28/22		