

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

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| A. DATE 08/19/2022 | B. APPOINTMENT EFFECTIVE DATE | C. INCUMBENT NAME |
| D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II | | E. POSITION WORKING TITLE Chief Enterprise Architect |
| F. CURRENT POSITION NUMBER 695-515-1406-001 | | G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-515-1406-001 |
| H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Technology Services/ Office of Enterprise Architecture | | I. SUPERVISOR NAME AND CLASSIFICATION Vacant, State Chief Technology Officer |
| J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY THROUGH FRIDAY, 8:00 AM TO 5:00 PM | | 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).

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| | <p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services</p> <p><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 State Chief Technology Officer, the Information Technology Manager II (IT Mgr II) serves as the state's lead advisor in directing statewide enterprise architecture and technology initiatives. The IT Mgr II is responsible for the development and maintenance of the State's Enterprise Architecture framework and associated policy and standards, including standards for application development. This framework enables application integration and rationalization, shared services, interoperability, and data and information sharing statewide in order to achieve resource and cost efficiencies for the State.</p> |
| % of time performing duties 20% | <p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <ul style="list-style-type: none"> Serves as the key advisor on all statewide technology initiatives, Enterprise Architecture, technology standards, shared technology infrastructure and services (e.g., cloud services), and environmental sustainability. Directs the State's enterprise technology initiatives by collaborating with the Government Operations Agency (GovOps), departmental business and technology executives to align technology initiatives and services with business and IT strategic plans, and minimize overlap, redundancy and cost in government operations. Provides short and long term IT strategies aligning technology with industry best practices, external technology trends, and statewide programmatic needs. |
| 20% | <ul style="list-style-type: none"> Directs the development and maintenance of the State's Enterprise Architecture framework and methodology to define business processes and their relationship with systems, technologies and data. Responsible for planning, coordinating and collaborating with department executives, private sector/industry representatives, federal and local government representatives, and other key stakeholders to develop, enhance, and maintain the State's Enterprise Architecture framework, shared services strategy, and statewide standards for IT system and application development. Develops and maintains policies and standards for applications, systems, and technologies (including design, development, implementation, and maintenance and operations) that affect statewide business functions in collaboration with key stakeholders. |
| 20% | <ul style="list-style-type: none"> Consults and advises state agencies and other public sector organizations in the selection, negotiation, and acquisition of hardware and software solutions. Advises state agencies and other public sector organizations in the assessment of the technical characteristics of proposals and alternatives to ensure consistency with the state's Enterprise Architecture and technology strategies. |

% of time performing duties
20%

- Evaluates emerging technologies and solutions, new applications of technology (e.g., hardware, software, network, etc.) and product and solution roadmaps to assess their ability to assist the state in achieving its policy objectives, strategic priorities and achieving resource and cost efficiencies for the state.
- Consults with technology experts to develop strategies and solutions that contribute to superior service delivery yielding the highest rate of return for the state's programmatic requirements.
- Represents the California Department of Technology at various meetings, conferences and other forums on state and national IT initiatives, Enterprise Architecture, environmental sustainability, and related topics.

15%

- Provides direct supervision to staff, as required or assigned.
- Develop plans to accomplish OEA's goals and objectives in accordance with organizational mission and strategic goals; support and advocate management's philosophy, policies, and procedures.
- Develop and update duty statements as needed; establish performance expectations; complete individual development plans annually; complete probationary reports on a timely basis; and other performance management activities, including adherence to the State's progressive discipline policy which may include corrective or disciplinary action.
- Responsible for making informed and defensible administrative and personnel management decisions in accordance with California Department of Technology (CDT) and state policies, personnel-related laws, rules, established Department administrative processes and procedures, and collective bargaining agreements.
- Ensure direct reports, as assigned, comply with all of Department's policies, office standard operating procedures, and protocols.
- Encourage unit team building, facilitate cross training and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive climate for change.
- Foster methods of creative decision-making and problem-solving and provide continuous feedback to staff.

5%

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

Responsible for setting and communicating standards of performance for all team members. Monitors performance of direct reports and provides ongoing coaching and feedback related to their performance. Assists individuals to identify developmental needs and ensures that development plans are defined and executed throughout the year.

Work Environment Requirements

- Professional business attire.
- May be required to carry a mobile device and be available by phone and/or email.
- May require periodic off-shift and weekend work.
- Some travel may be required to attend meetings, conferences or training.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Information Technology Manager II performs the tasks of this position independently under the administrative direction of the State Chief Technology Officer.

Actions and Consequences:

The IT Mgr II will function with a high degree of independence and requires accurate prioritization skills, excellent organizational skills, excellent communication skills and accurate problem assessment resolutions. The incumbent must be aware of, and properly apply all applicable state regulations as well as other forms of law to each functional area of responsibility.

Personal Contacts:

The IT Mgr II has regular interaction with and exercises influence over exempt employees, CEAs, senior level business and IT managers, other state IT experts, and business representatives from various operating departments who are involved in policy development. The incumbent has regular interaction with executives from private sector organizations

ensuring the astute direction of California's IT program, sharing best practices, and IT strategies and initiatives.

Administrative Responsibility:

Evaluating budget and contract proposals, staff and consultant selection.

Supervision Exercised:

Leads cross-functional teams comprised of state staff and consultants. Supervises the work of lower-level information technology classifications.

Other Information

Desirable Qualifications: (List in order of importance.)

The IT Mgr II must have a strong background in the IT industry in order to provide direction to state employees and customers for IT architectural planning.

- Knowledge of business and technology architectural methodologies and standards used to design and structure functional business and IT environments and assist in the selection, acquisition, and use of hardware and software solutions, platforms, databases, and applications.
- Knowledge of the principles of IT organizational and financial management.
- Knowledge of the methods, processes and techniques of business and IT strategic planning.
- Experience in negotiating terms and conditions of IT contracts.
- Experience in seeking emerging IT solutions and evaluating industry trends. Ability to produce high-level frameworks, designs, and concepts upon which application, infrastructure, data and security architectures can be built and standardized.
- Ability to write comprehensively and communicate with all levels of management, including executives, peers, attorneys and external customers.
- Ability to effectively prioritize work assignments, handle stress and short deadlines.
- Willingness to accept challenges and manage multiple projects simultaneously.

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

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|------------------------|---------------------|------|
| INCUMBENT NAME (PRINT) | INCUMBENT SIGNATURE | DATE |
|------------------------|---------------------|------|

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

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| SUPERVISOR NAME (PRINT) Vacant | SUPERVISOR SIGNATURE | DATE |
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