



Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
Classification Title CEA, Level B	Position Number 564-226-7500-001
Working Title Enterprise Development Bureau Director	Bureau and Section Technology Services Division

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the administrative direction of the Technology Services Division Chief (CIO), this position will function as the Enterprise Development Bureau Director (EDBD). The EDBD is responsible for proving the framework for the department's IT systems to include Legacy Development, Enterprise Development & Services, Configuration Management, and Technical Architecture. The EDBD will provide leadership and knowledge to FTB teams providing solutions that meets departmental needs to maintain efficiency and effectiveness. As member of the executive management team, the EDBD will provide strategic policy advice that will have a profound impact on the department's automated systems. Is a member of the department's governance process and executive team participating in Departmental decision making, and policy development providing recommendations on sensitive, critical and legislative mandates ensuring the FTB's ability to provide critical services to California's taxpayers. The EDBD encourages equal employment opportunities, and exemplifies the Departments mission and values, with the objectives of optimizing processes, products, services and resources to better serve our customers.

Essential Functions

Percentage	Description
50%	The Enterprise Development Bureau serves as the expert advisor exercising independence and authority developing, implementing, directing and evaluating policies and procedures to address critical departmental challenges related to legislative mandates and industry trends in Agility, Development Operations (DevOps), and system/software automation. Manages the 'DevOps' environment where the consequence of error is extremely high and impacts the highest level of government and California Taxpayers. The Enterprise Development BD will identify and adopt standard enterprise technology processes and tool sets as it relates to software development providing direct support on major issues that require external review. Establishes and monitors the development of the FTB's automated systems and policies for program staff to follow to ensure quality measures in order to meet FTB's program goals in support of tax administration. Will oversee mission critical implementation of new technologies monitoring the development of automated systems to ensure maximum performance, system availability, stability, and interoperability. Will continuously identify new and emerging industry trends evaluating and monitoring implementation, impacts, and system performance ensuring integrity and stability.
30%	Will exercise independence and authority in developing, implementing, directing, and evaluating the FTB's statewide policies relative to the enterprise and the direct impacts. Is responsible for the vast number of complex system change requests, modification of existing code streams, the build out of new code streams, the deployment of applications to users both internally and externally, keeping technology components up to date with latest versions and patches, all to ensure systems meet business needs and requirements. Explains how complex system rules work; the performance expectations and or limitations; the processes in place that guarantee compliance with, and development of laws, rules, regulations; always at the ready to explain if breaches and breaks occur, the steps to correct, mitigate and prevent

Percentage	Description
	from reoccurring; and be able to explain when a request is not feasible or possible, keeping the systems fully functioning. Transitioning off of legacy systems in favor on a new enterprise platform, balancing resources that are still fluent in older technologies, and acclimating current resources to understand new technologies and processes.
15%	The Development BD is a member of FTB's governance process and executive management team, providing critical and highly sensitive recommendations to the CIO and other FTB senior managers including policy development in support of Security Information Management (SIM) and Software Asset Management (SAM) directives. All program work is performed within the framework of the FTB's mission and values with the objectives of optimizing processes, products, services and resources to better serve our customers. This position provides services which encompass the IT domains of Project Management, Software Engineering, and System Engineering. In addition, the Development BD will provide leadership to departmental teams in response to legislative, political and business issues employing knowledge of the departmental strategic goals, understanding of underlying business issues, and coming up with solutions that meet the needs of customers while maintaining efficiency and effectiveness from an automated systems perspective.

Marginal Functions

Percentage	Description
5%	Oversee the development of performance measures which include costs, revenues and volumes and direct the monitoring and evaluating of these elements in an effort to reduce overhead and increase revenue.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date