



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1415-906

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Applications Branch	
3. REPORTING UNIT NAME Enterprise Modernization Architect		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Specialist III		6. WORKING TITLE Cloud Architect	
7. POSITION NUMBER 716-1415-906		8. PREVIOUS POSITION NUMBER	
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. EMPLOYEE PULL NOTICE PROGRAM (VEHICLE CODE SECTION 1808.1.)? Yes No
 This position requires enrollment into the DMV's electronic Employee Pull Notice (EPN) Program. Enrollment is required for team members who are in a position that meets one or more of the criteria outlined in the DMV EPN policy.

15. CPC ANALYST APPROVA **T. Cortez-Guardado** 16. DATE APPROVED **7/6/2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

17. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under administrative direction of the Information Technology (IT) Manager II, the Cloud 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 Digital Experience Platform (DxP) and other 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.

18. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

45% **Cloud Architecture (E)**
 Leads, plans, and organizes cloud architecture solutions to meet the strategic needs of the department to bridge strategic intent and practical application across multiple domains. Provides mastery-level expertise in the design and development of cloud infrastructure solutions, communicates cloud management requirements to cloud support and development teams, evaluates and selects appropriate cloud technology, tools and metrics. Serves as technical expert for most complex cloud computing and technology systems to design and transfer applications to the cloud. Performs risk assessments of third-party platforms and frameworks, and consults with IT security to monitor DMV's cloud privacy. Architects and implements cloud strategy to address interoperability, portability, scalability, accessibility, availability while addressing security objectives and overall total cost of ownership. Plans and coordinates the retirement and decommissioning of obsolete technology infrastructure. Documents, and maintains enterprise cloud strategy and management plan, topology and design, architecture artifacts, and components. Leads and manages cloud implementation activities across all technology domains to ensure the successful operation of technology solutions.

35% **Enterprise Architecture Modernization (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 cloud architecture to meet enterprise objectives to align with strategic



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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 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.

10%

Knowledge Management and Skill Development (E)

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 cloud architecture.

10%

Project and Relationship Management (E)

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.



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18. SUPERVISION RECEIVED

The ITS III reports directly to and operates under the general direction of the Modernization 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 Architecture 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.



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23. EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

24. MANAGER/SUPERVISOR ACKNOWLEDGMENT

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

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE