

**California Department of Food and Agriculture (CDFA)
Office of Information Technology Services (OITS)
Information Technology Specialist III
Duty Statement**

**018-015-1415-001
TBD**

I. Program/Position Identification

The Office of Information Technology Services (OITS) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. OITS is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that OITS provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, IT Infrastructure Operations, Enterprise Architecture, Procurement, and Information Security. OITS provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.

Under administrative direction of the CDFA Agency Information Officer, the Chief Enterprise Architect serves as the leading expert in understanding and planning the Enterprise Architecture (EA) for CDFA and understanding the relationships between EA and achieving the CDFA Strategic Plan Goals and Objectives. The Chief Enterprise Architect will interface with the Secretary, Executive Office, business Division Directors and Branch Chiefs to elicit information and establish an EA and Governance Plan for the Department, along with creation and implementation of policies and procedures that align with the EA and Governance Plan. The Chief Enterprise Architect will work closely with colleagues in OITS and the CDFA business Programs to incorporate industry practices into software development and data governance and management practices. The scope of this position primarily encompasses functions and processes in the System Engineering domains, with supporting functions and processes in the Software Engineering, Information Security Engineering, and Information Technology Project Management domains.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through

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authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

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| Classification: | Information Technology Specialist III |
| Working Title: | Chief Enterprise Architect |
| License or Other Requirement: | Not applicable |
| Position Number: | 018-015-1415-001 |
| Division/Branch/DAA: | Office of Information Technology Services |
| Location: | 1220 N Street, Sacramento, CA |
| Date Prepared: | March 2023 |
| Work Hours/Shift: | M-F, 8:00 a.m. – 5:00 p.m., 40 hours/week |

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Enterprise Strategy and Planning – 50%

- Develop a long-term, department-wide vision for Enterprise Architecture consistent with the CDFA Strategic Plan Goals and Objectives, and Technology Roadmap.
- Document and maintain the CDFA Enterprise Architecture and Governance Plan, and associated policies, processes, standards, and procedures, and ensure the documentation remains current with CDFA's needs.
- Work with OITS Section managers and staff to develop policies that govern solution development and project management activities to ensure IT solutions align with the Enterprise Architecture and Governance Plan.
- Develop, document, and initiate Governance Plans for the Department that supports the Enterprise Architecture and Data that includes CDFA executives, Division leadership, and individual Division business Program leads.
- Educate the Enterprise Architecture and Data Governance Plans identified membership on the respective governance roles, activities, functions, and how governance is conducted.
- Work with the OITS Section Managers/Supervisors to develop standards to enforce an enterprise view of the work performed by each Section, to include reviewing and commenting on Section processes, procedures, standards, and practices.
- Ensure compliance with the California Department of Technology and CDFA's policies related to Enterprise Architecture.

Function #2: Operationalizing Data – 45%

- Assess, mentor, and document data governance, ownership, and stewardship for each division.
- Develop and promote data management methodologies and standards throughout the Department.
- Select and lead the implementation of the appropriate tools, software, applications, and systems to support data management and technology goals.
- Oversee the data modeling and mapping of data sources, data movement, interfaces, and analytics with the goal of ensuring data quality and CDFA master data concepts.

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- Collaborate with project managers and division business program staff for all projects involving actual and potential enterprise data.
- Identify and make recommendations to resolve data-related problems regarding systems integration, compatibility, and multiple-platform integration.
- Develop opportunities for data reuse, migration, or retirement.
- Develop an approach for data migration for new application development efforts and major enhancements to existing systems.

B. Non-Essential Functions:

Function #1 – Miscellaneous Duties – 5%

- Performs other job-related duties as requested by supervisor

III. Work Environment

The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard.

The incumbent must be able to give presentations, participate at meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently in order to move or position objects.

Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays, and weekend and off-shift work may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

