

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist III	Working Title Enterprise Solutions Advisor
Employee Name Vacant	Position Number 791-150-1415-002
Project/Division Name Office of the Agency Information Officer	Supervisor's Name Kimberly Crabtree
Unit Agency Enterprise Architecture	Supervisor's Classification Information Technology Manager II
Physical Work Location Hybrid Remote and In-Office / 2495 Natomas Park Drive, Suite 540, Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
Revision Date 8/13/2022	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>OSI's Distributed Workplace Program (DWP) means that this position may work Remotely at OSI office space, and/or other locations</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the administrative direction of the California Health and Human Services (CalHHS) Agency Enterprise Architect and in collaboration with others within and external to the Office of the Agency Information Office (OAIO), the Information Technology Specialist III (ITS III) delivers subject matter expertise and guidance for the Health and Human Services Agency's Enterprise Architecture and related strategic and tactical planning activities. Accountable for mastery-level coordination and individual contribution toward the development, alignment, and evolution of the enterprise-wide technology planning functions for CalHHS such that they support and advance its programmatic (business) and technology needs. Provides highly technical and analytical with coordinated assistance from direct and indirect use of Agency resources.</p> <p>The ITS III will contribute solution architecture knowledge and expertise within the Enterprise Architecture (EA) program to further strategic Agency initiatives. Following enterprise architecture practice methods and workstreams designed by the CalHHS EA Program, the ITS III consults on the most complex IT initiatives representing not only enterprise architecture practices, but technical solutioning that include but is not limited to, cloud solutions, application and system integration, and service-oriented architecture styles. The ITS III leads cross-agency integration activities and leads the design of platforms that facilitate data exchange efforts. The ITS III also authors CalHHS platform policies and standards necessary to support these solution implementations and facilitate cross-agency workgroups to develop system integration and cloud focused technology solution architectures.</p>	

Percentage of Duties	Essential Functions
30%	<p>CalHHS Agency Enterprise Architecture</p> <p>Support program development of enterprise architecture strategies that promote CalHHS' IT and Data Vision to drive interoperability, data sharing and a secure, person-centric service model. Architect shared service aspects of business capability architectures across CalHHS in coordination with the strategic direction of the Agency and member departments, offices and boards ("entities"). Provide leadership and guidance in the efficient use of solution architectures to foster and support organizational resiliency to accommodate changes in business needs. Work with data and information architects to advance data sharing across CalHHS departments, identifying and leveraging of shared services and adoption of common solutions where appropriate. Provide mastery-level knowledge of cloud computing architecture strategies and direction within the EA Assurance Framework that consistently and responsibly drive architectural principles and strategies into CalHHS IT efforts. Leverage Organizational Change Management methods that foster the consistent establishment of applying EA principles to technology design and implementation activities. Develop reference architecture strategies and supporting artifacts to assist CalHHS entities to progress in strategic efforts. Teach/coach and develop guiding tools to assist department enterprise architects to analyze current state and develop strategies, roadmaps, and solutions to modernize systems.</p>
30%	<p>Consultation and Technical Support Services</p> <p>Work within the boundaries of the consulting engagement model of the Office of Systems Integration (OSI) to provide consultative support services to CalHHS entities that lack solution architecture expertise in projects and/or initiatives. Engage with department technology organizations to understand their existing technology architecture needs, practices, and maturity for the purposes of providing consultative or advisory expertise specifically about technology products and solutions. Consult with business and technical subject matter experts (SMEs) and develop alternatives for consideration. Advise on solution design options, risks, cost-benefits, impacts on other business processes and data priorities. Provide delivery of direct support services to accelerate EA activities of CalHHS and entities through projects and initiative efforts.. Fully understand market cloud (i.e.: IaaS, SaaS, DaaS, As-a-Service) services for the purposes of consultations regarding right-fit service and design concepts for CalHHS strategic projects and initiatives. Research available market services to support the modernization, migration, and/or transformation of legacy technologies as departments modernize systems relating to CalHHS' priority core business capabilities. Support Portfolio Support services teams and projects with solution strategies for the most complex and/or strategic agency initiatives. Review and guide efforts for related concept/planning documentation. Review select project concepts to ensure compliance with the Agency EA and target architecture.</p>
25%	<p>Cross-Agency Solution Leadership</p> <p>Lead, facilitate, research, design, and propose cross-agency/cross-program initiatives that are technologically necessary for the support of integrating health and human services. This includes technology capabilities required to achieve interoperability, systems integration, and data sharing such as Identity and Access Management (IdAM), Application Programming Interface (API), code repositories, and/or artificial intelligence/machine learning, etc. Conducting proof of concepts may be required. Leverage CalHHS Enterprise Portfolio Management information to develop necessary cross-program and/or enterprise service development concepts. Lead tactical planning activities, that leverage cloud computing services to promote and normalize interoperability, data sharing and coordinated modernization in support of integrated and prioritized service delivery while providing opportunities for department-specific approaches.</p>
10%	<p>Communications and Presentations</p> <p>Provide executive-level presentations, light-training to partners if needed, and facilitate discussions, focused on solution architecture concepts, platform implications on business strategy, and reporting. Represent CalHHS enterprise architecture as it relates to the integration needs to support cross-program system relationships during seminars, conferences, external vendor discussions, and internal state community meetings and events. Facilitate discussion and sponsor the further exploration of incorporating such frameworks into CalHHS operations.</p>

Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: Not Applicable	Bending/Stooping: 1-25%
Other:	
Type of Environment: a. Cubicle b. N/A	
Interaction with Public: a. N/A b. Select c. Select.	

5. SUPERVISION

Supervision Exercised <i>(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)</i>
None

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	CR	5/4/2023

<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made:</p>
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**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE