**DUTY STATEMENT**

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| Employee Name: | Position Number:  580-151-1404-020 |
| Classification:  Information Technology Specialist II (Systems Engineering) | Tenure/Time Base:  Permanent / Full-Time |
| Working Title:  Enterprise Business Architect | Work Location:  1616 Capitol Ave. Sacramento, CA 95814 |
| Collective Bargaining Unit:  R01 | Position Eligible for Telework (Yes/No):  Yes |
| Center/Office/Division:  Information Technology Services Division | Branch/Section/Unit:  Enterprise Architecture Section |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

| **Competencies** |
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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource’s Job Descriptions webpage](http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx).

| **Job Summary** |
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This position supports CDPH’s mission and strategic plan by optimizing data and technology, promoting an ecosystem of data sharing, and leveraging technology to enhance the services that CDPH provides to the residents of California.

Under the general direction of the Information Technology Manager I (ITM II), Chief, Enterprise Architecture Section, the Information Technology Specialist II (ITS II) serves as the Enterprise Business Architect (EBA), part of the Enterprise Architecture (EA) team assisting with responses and guidance to support a large-scale, statewide suite of applications, systems, and infrastructure that provides a cohesive platform for information technology assets and resource management, collaboration and efficiencies in the enterprise for the Business Operations and its programs. The ITS II will assist in the implementation and support of the Enterprise Architecture Program (EAP) to proactively analyze, design, plan, and implement enterprise standards, policies, and governance to successfully align to, and execute business strategies/goals.

The ITS II will perform duties within the Systems Engineering domain.

| **Special Requirements** |
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Conflict of Interest (COI)

Background Check and/or Fingerprinting Clearance

Medical Clearance

Travel:

Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

| **Essential Functions (including percentage of time)** |
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**30% Analysis and Program Support**

Conducts analysis, creates documentation, and presents recommendations for resolution of enterprise level business issues, processes, mandates, and requirements for enterprise architecture delivery. Provides advice and guidance when technical interpretation, opinion, or decisions related to enterprise architecture and information management are solicited, as appropriate, based on EA adopted principles, patterns, and technologies. Meets with vendors, program staff, and other technical staff to complete architecture evaluations and assessments. Manages enterprise scale project evaluation and implementation, schedules resources for evaluation and implementation of solutions in coordination with managers and supervisors, and facilitates resolution of technical issues.

**25% Systems Architecting/Engineering**

Analyzes project business drivers to determine requirements. Ensures that project solution architectures are in alignment with CDPH standardized architectures. Works with the EA team to identify, design, and recommend architectural solutions to address business requirements. Coordinates and manages solution architecture implementation and change management activities. Consults with application or infrastructure development teams to ensure systems or infrastructure aligns to target architecture, conducting gap analysis, and assisting in identifying necessary modifications to solution architectures to accommodate project needs. Works as a member of the EA team in assessing current CDPH technologies for improvements, efficiencies, alignment (deduplication), retirement, and researching emerging technologies.

**25% Enterprise Architecture Program (EAP) Development and Maintenance**

Assists in the implementation of the CDPH EAP, which provides leadership in enterprise standards, policies, and governance that is proactive in response, communication and guidance for business stakeholders and consumers of their technologies. Assists in the design, management, governance, and support of current and future CDPH enterprise architectures in various domains (business, security, data, service/application, and technology) and various environments (on-premises, remote data centers, and SaaS/PaaS/IaaS cloud). Maintains professional relationships with experts in various domains (business, security, application, product administration, server, and network) in the enterprise to gather and articulate vision and enterprise architecture requirements. Understands, advocates, and communicates the Enterprise Architecture principles defined for Business Information Technology. Assists in the tracking and measuring of EAP success with value derived metrics for establishing business visions and goals of stakeholders.

**15% Documentation**

Creates technical, analytical, and/or business documentation to support and maintain the EAP. Documents architectural policies, standards, guidelines, and procedures. Documents physical and logical designs, hardware and software specifications; including business and program requirements, project scope, deliverables, schedules and budgets, application/system test specifications and results. Works with other teams to consolidate enterprise resources and asset inventories reelecting EA roadmap.

| **Marginal Functions (including percentage of time)** |
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**5%** Performs other job-related duties, as assigned.

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| I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above. | I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.) |

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

**HRD Use Only:**

Approved By: EH

Date: 10/27/23