



Classification: Information Technology Specialist II

Working Title: Business Solution Architect

Position Number: 358-520-1414-005

Division/Unit: Information Technology Services Division/ Enterprise Architecture Office

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the general direction of the Chief Enterprise Architect (Information Technology Manager I), the Business Solution Architect demonstrates a depth of leadership and expertise on a wide array of enterprise architecture functions and is responsible for ensuring the California State Lottery (Lottery) systems and technology portfolios align with the organization's strategic goals and objectives. General responsibilities focus on the business architecture domain, which involves current state analysis and future state determination, business capability analysis, use case analysis, and understanding of the information technology (IT) landscape by business area. The duties for this position are focused on the Business Technology Management, IT Project Management, Software Engineering, and System Engineering domains; however, work may be assigned in other domains as needed. Duties include, but are not limited to, the following:

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Essential Functions

- 35% Responsible for defining the methodologies and approaches for developing and maintaining enterprise blueprints and transformation plans to promote a common understanding of the organization and aligning tactical demands to strategic objectives. Perform business analysis activities, including, but not limited to, customer journey mapping, business process analysis, business, functional, & technical requirements documentation, dependency maps, and business process re-engineering for current business applications. Identify and establish the scope and parameters of requirements analysis to define project impact, outcome criteria, and metrics. Design capability models and value streams related to architectural solutions to help bridge the gap between strategy and execution. Identify and establish the scope and parameters of requirements analysis to define project impact, outcome criteria, and metrics. Conduct feasibility studies, alternative analysis, impact analysis, and trade-off analysis. Elicit business requirements/user stories and functional and technical requirements for new functional changes to be implemented on new or existing applications. Develop and conduct peer reviews of the business and functional requirements to ensure those requirement specifications are correctly interpreted.
- 30% Develop and maintain enterprise-level application architectural diagrams, as-is business & process flow diagrams, requirement repositories, Interface documentation, network documentation, data definitions, dependency maps, system configurations, and application configurations. Review and analyze the effectiveness and efficiency of existing systems and develop testing strategies to improve and/or leverage these systems. Lead testing activities through quality assurance testing and guide user acceptance testing (which includes functional, usability, and ADA) to ensure systems meet business requirements



and systems goals. Analyze formal test results to discover and resolve defects, bugs, errors, configuration issues, and interoperability flaws. Communicate test progress, results, and other relevant information to project stakeholders and management.

- 20% Act as liaison between technical project staff and non-technical business/program staff to perform Software Development Life Cycle (SDLC) function including, but not limited to: development of requirements, business workflow reviews, and design specifications. Translate conceptual user requirements into functional requirements in a clear manner that is understandable to developers/the project team. Create and design process models, specifications, diagrams, and charts to guide developers and/or the project team. Lead design sessions to prototype new systems or enhance existing applications. Analyze and verify requirements for completeness, consistency, comprehensibility, feasibility, and conformity to standards. Participate in the evolution/implementation of DevOps processes and tools. Conduct formal user feedback sessions and collaborate to determine how requests fit into product development.
- 10% Provides project updates, monitors, and assists in resolving application issues and preparing Root Cause Analysis (RCA) and impact analysis reports as needed. In addition, review and propose application changes to enhance the end-user experience.

Marginal Functions

- 5% Perform other job-related duties as assigned such as but not limited to: developing/maintaining various documentation, acting as a project lead, and performing analysis and consulting services.

Scope and Impact

Consequence of Error: ITSD is responsible delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

Errors, incomplete staff work, poor recommendations, and/ or poor decisions may result in the loss of or disruption of major service to customers and/or the inability of ITSD to meet business needs. As appropriate, staff must be available to respond to service outages that affect daily operations to ensure business continuity.

- a. Administrative Responsibility: None, but the Business Solutions Architect will assist with the training of any new personnel for the unit.



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- b. Supervision Exercised and Received: The Business Solutions Architect is under general direction of and receives most assignments from the Information Technology Manager I; direction and assignments may also come from the extended Information Technology Services Division (ITSD) management team.
- c. Personal Contacts: The Business Solutions Architect interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.

Physical and Environmental Demands

Not Applicable.

Working Conditions and Requirements The Business Solutions Architect will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. Schedule: This position has work hours from 8:00 a.m. to 5:00 p.m. after hours work. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
- b. Travel: Statewide overnight travel may be required.
- c. Other:

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location

Working Conditions and Requirements: Describe the following:

- a. Schedule:



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- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).