



OFFICE OF THE INSPECTOR GENERAL
Software Architect
Information Technology Specialist III
Duty Statement

Classification Information Technology Specialist III	Working Title Software Architect
Office/Unit/Section Information Technology Unit	Team Development
Region/Geographic Location Headquarters /Sacramento	Position Number 297-001-1415-301
Incumbent VACANT	Effective Date

SECTION A: GENERAL DESCRIPTION

Under the broad administrative and policy direction of the Information Technology Manager II (ITM II), Chief Information Officer, the IT Specialist III (ITS III) Software Architect performs activities in support of discovering, assessing, architecting, implementing and delivering software enterprise solutions. The Software Architect acts as a technical lead and software applications solution architect, responsible for defining, designing, developing (computer programming), testing, production deploying, documenting, coordinating, and integrating the software and data services managed by the Information Technology Unit (ITU). Implements IT solutions to meet enterprise business objectives; and performs duties of software architecture, software development, software integration, software testing, software production deployment and maintenance of infrastructure and software systems including user research, user-centric design, development or configuration, testing, and implementation.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

60%	(E) – Translates business requirements to technical requirements, assesses, effort size, implements, tests, and production. Maintains complex multi-platform applications based on user requirements. Develops and modifies stored procedures, triggers, and other database-related code. Utilizes modern development technologies and methodologies, ensuring alignment with business goals.
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20%	(E) – Independently manages tunes, and analyzes complex physical, cloud, and virtual systems; Kubernetes clusters; and other applications. Designs, installs, and manages server hardware, software, and networking components. Collects and analyzes performance metrics; identifies and diagnoses complex malfunctions, recovering data, software, and/or hardware. Monitors web performance, ensures accessibility, troubleshoots issues, and applies SEO best practices.
10%	Ensures required project management process for projects is supported and provides associated documents and approvals, ensures projects follow the complete range of System Development Life Cycle (SDLC), Change Management, Enterprise Project Management, Workflow Framework, and similar processes and tools. Participates in vendor and consultant procurement and selection process.
5%	Continuously demonstrates a commitment to professional development for self and team. Stays informed about the latest trends, tools, and methodologies in the field. Assesses training needs related to the application of technology. Trains team members on new enhancements and domain specific topics. May provide technical support, troubleshooting , and training to end-users and support staff in using application development tools and applications.
5%	(M) – Performs other duties as assigned.

SECTION C: SUPERVISION RECEIVED

The Information Technology Specialist III, Software Architect is supervised by the IT Manager II.

SECTION D: SUPERVISION EXERCISED

May act as technical lead of one or more ITAs, ITS-Is and/or ITS-IIs in the implementation, testing, production deployment and production support of enterprise software applications.

SECTION E: OTHER INFORMATION

The incumbent must possess good communication skills, use good judgment in decision making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying

this position has access to confidential or sensitive information and is expected to always maintain the privacy and confidentiality of such information.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification