

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 12/26/2023	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist II		E. POSITION WORKING TITLE Senior Enterprise Architect
F. CURRENT POSITION NUMBER 695-515-1414-003		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION OTECH / Office of Enterprise Architecture		I. SUPERVISOR NAME AND CLASSIFICATION Valerie Stanfield, Information Technology Manager II
J. WORKDAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY / 8:00 AM-5: 00 PM / DAY		K. POSITION REQUIREMENTS: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p> <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering </p>
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Office of Enterprise Architecture Information Technology Manager II (IT Mgr. II), the Information Technology Specialist II (IT Spec II) provides leadership, expertise, and consultation with business and Information Technology (IT) executives on architectural designs, best practices to solve business and IT problems to fulfill its mission and vision through strategic and tactical planning. The IT Spec II provides business-driven, result-oriented architectural services and deliverables both externally to customers and internally to the department. The IT Spec II strives to align California Department of Technology (CDT) services with client needs and the California Enterprise Architecture Framework. This position works cooperatively with the IT Architect team, business representatives, specialists, and subject matter experts. EA Services include applying business and IT strategy, leading innovation of new technologies and services, concept and business case development, portfolio rationalization, blueprint/roadmap planning, project prioritization, establishment of standards and governance, as well as design guidance and oversight.</p> <p>The IT Spec II will conduct expert level review of design ideas, planned CDT service design, internal services, as well as proposed and approved integration of systems across the technical infrastructure and department. The IT Spec II will draft and review both conceptual and detail technical systems and application design documents. The IT Spec II will also be responsible for making recommendations related to CDT services, platforms, software, and connectivity. Recommendations may be made both orally and in writing to peers, clients, higher level staff, and CDT executives depending on the context of the situation. The IT Spec II is responsible for the creation, maintenance and management of external and internal IT architecture documentation and models, implementation patterns, service design artifacts, policies, procedures, and guidelines. The IT Spec II is also required to interpret, use, and apply information contained within the IT Architecture program to inform a range of business improvement activities, particularly those involved in the design, development, enhancement, operation, and maintenance of IT business systems.</p>
% of time performing duties	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>The IT Spec II will work cooperatively external and internal stakeholders including the Architecture team, clients, specialists, and subject matter experts to assess and validate</p>

% of time performing duties

technical solutions align with the CDT mission and the Enterprise Architecture (EA) Program. The IT Spec II will perform the following functions:

Internal Services:

50%

Provide expert level enterprise planning and oversight, architectural expertise to safeguard the reliability and performance aspects of the systems. This includes providing recommendations on conceptual or proposed plans, design, application methodologies, technical capabilities, performance, and components, as well as automation utilities and work processes.

Governance & Strategic Alignment:

- Maintain standards and governance, project prioritization, and portfolio rationalization.
- Manage the departmental standards for technologies used internally at the department. Identify areas for consolidation or reuse to optimize efficiencies.
- Assimilate and aggregate statewide technology capabilities implementations for internal assessment.
- Create and maintain departments internal strategic plans to be in alignment with statewide and department strategic plan.
- Participate in complex technical strategic planning activities for the department and is expected understand and present both long and short-term perspectives both orally and in writing.

Innovation & Research:

- Research, review and analyze new technologies for new services or efficiencies.
- Facilitate business case development and enterprise technical requirements for internal initiatives to help determine appropriate design.
- Keep abreast of current and recommend/advocate for future CDT services, capabilities, emerging client business and technology needs.
- Provide enterprise transparency, design oversight and guidance for innovation and emerging technologies throughout department.

Segment Architecture & Modeling:

- Perform segment architecture for critical systems capabilities hosted at department. Including modeling as is and to be states.
- Adhere to IT architectural processes and the CDT business procedures and practices to help ensure CDT provides effective services.
- Provide recommendations on and/or draft various internal architectural designs, standards, reference architectures, architectural models, implementation patterns and practices, service design, policies, procedures, and guidelines documentation, aligned with the CDT Strategic Plan & the Office of EA Program.

Service Life Cycle:

- Minimize gaps between departmental needs, capabilities, and business service design to optimize/improve business results.
- Participate in documentation of strategies for service introduction, replacement and/or retirement.
- Provide blueprints and plans to transform the enterprise through standards, governance, innovation, internal projects, and realizing efficiencies.
- Pursue IT architectural processes and procedures to help identify the complex gaps in business and technical capabilities.

Communication:

- Prepare and deliver presentations, research and findings to business and IT executives, specialists, technical staff, and subject matter experts on new technologies, technology trends, the CDT's roadmap, and related subject matters.

External Services:

% of time performing duties

The IT Spec II will help the department to minimize gaps between client needs, capabilities, and business service design to optimize/improve business results. The IT Spec II must understand the CDT mission and strategy, as well as that of the client to properly consult in these areas.

45%

Consultation:

- Provide enterprise planning and oversight, architectural expertise to safeguard the reliability and performance aspects of the systems. This includes providing recommendations on conceptual or proposed plans, design, application methodologies, technical capabilities, performance, and components, as well as automation utilities and work processes. The IT Spec II will stay abreast of technology trends and developments in vendor community.
- Consult with or advise both on information systems planning and approval, solicitation documents, system development and coordination of IT issues. This consists of system analysis, design, installation, construction, operations and maintenance.
- Assess and analyze client current technical environments as they relate to architectural design and assess business processes, information, applications, technology infrastructure and their interactions. This includes interface/management coordination, sharing common functionality, standardization, and resource utilization.

Reviews (Projects, Proposal, and Initiation documents):

- Review project specific design for alignment with planned future design, available reference architectures, CDT services, and implementation patterns and technological alignment with the California Enterprise Architecture Framework and California Strategic Plans.
- Participate in strategic client IT project initiation documentation, concepts, feasibility, and acquisition activities to ensure proposed solutions can be supported by the technical infrastructure. Research and recommend new technical components and solutions that will need to be supported by the existing technical infrastructure.
- Provide or review alternative solutions with associated costs including but not limited to Cost/Benefit Analysis, technical design documentation and/or other deliverables.
- Provide recommendations regarding application methodologies, accepted industry practices and IT standards, design, use of automation, adjustments, and substitutions.
- Analyze compliance with specifications and participate in complex IT projects. The IT Spec II will have contact with vendors to assess new technologies, contractors before, during and after project execution for purposes of understanding, oversight, and completion.

EA Community Support:

- Provide guidance to EA community on establishing governance and standards, EA implementation strategies.
- Participate in and possibly lead statewide workgroup for specific technologies.
- Draft and update various architectural design and reference and template materials including product standard references, reference architecture refinements, architectural models, implementation patterns, policies, procedures, and guideline documentation for the EA Community.
- The IT Spec II will prepare and integrate the IT Architecture Program reference materials, standards and other reusable assets into program services and work products.

Marginal Functions (Percentages shall be in increments of 5 and should be no more than 5%.)

5%

Record outstanding problems and report on project progress and other assignments. Attend scheduled project and client meetings. Perform other related work as needed.

Work Environment Requirements

- May be required to work occasional overtime, weekends and off shift work.
- May be required to carry a cell phone.
- May be required to travel between CDT campuses for meetings or training.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Spec II is under the general direction of the IT Mgr. II. The IT Spec II uses experience and knowledge to engage, plan, research, schedule and coordinate work with CDT resources, clients, contractors, and suppliers.

Actions and Consequences:

The EA team strives to bridge gaps between business strategy and implementation, and to improve alignment of IT with business. The team facilitates new service delivery alternatives, optimize business operations, ensures resource interoperability, information sharing, and flexibility to meet client needs. These actions are intended to reduce business and IT risk, IT investment cost, redundancy, duplication, complexity, information silos, expedite procurement, yield predictable projects success and business results. Failing to bridge the gaps and make improvements consequently results in the opposite of the stated intent. Providing poor recommendations and facilitation can create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide critical services to the public or satisfy a legislative mandate.

Personal Contacts:

The IT Spec II works closely with business and IT executives, management personnel, other state agencies/department clients, contractors/vendors, system integrators, business and technology users, technicians, and software suppliers.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

None

Supervision Exercised:

None; however, may act as a lead on projects involving IT configurations.

Other Information

Desirable Qualifications:

- Ability to exercise sound judgment, discretion, and continually improve business-driven results. Proper judgment in problem identification, resolution, software/infrastructure implementations are vital to the success of the projects (both internal and external) assigned to the Enterprise Architecture and to the integrity of our business.
- Excellent verbal and written communication skills to provide effective service to clients.
- Extensive knowledge, experience, and understanding of in multiple technology areas including but not limited to the following:
 - Platforms (Database, Operating Systems, and Middleware) designs, architecture, and support strategies.
 - Infrastructure (Network Engineering, Architecture, Operations, Servers, and Storage Physical, Virtual and Cloud) design, architecture, and support strategies
 - Application and System integration development, architecture, and operations support.

- Data collection, storage, transforming, automation of gathering, creation of reports/tools, and interpretation for business consumption. Related design, architecture, and support considerations.
- Knowledgeable on emerging technology trends (NoSQL, Robotic Process Automation, Artificial Intelligence, Machine Learning, Augmented Reality, Virtual Reality, Blockchain etc.) and potential use cases for department or state.
- Knowledge of industry standards and best practices (such as IEEE, Accessibility WCAG, DMBOK, BABOK, NIST/FIPS, FCAP, ITIL and other technology/tool standards)
- Knowledge and understanding of EA practical implementation and frameworks.
- Knowledge and experience with implementing and supporting governance and oversight.
- Knowledge of system development life cycles, best practices, and principles (various system development lifecycles and benefits/weaknesses).
- Knowledge of California PAL and Project Management and PMBOK processes including risk and issue management, process reengineering, stakeholder management, organization change management, and portfolio management.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) Valerie Stanfield	SUPERVISOR SIGNATURE	DATE
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