Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist III	Lead Data Architect
NAME OF INCUMBENT:	POSITION NUMBER:
	280-351-1415-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
EDDNext Project	Christian Turner
DIVISION:	SUPERVISOR'S CLASSIFICATION:
EDDNext	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch (ITB)	July 23, 2024

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☒ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☐ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☐ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)
☐ Business Technology Management   ☐ IT Project Management   ☐ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☒ System Engineering

Under the administrative direction of the Information Technology (IT) Manager II, the Information Technology Specialist III (ITS III) serves as the Lead Data Architect and expert advisor in concepts and theories of data architecture for the EDDNext Project, and performs a transformational role in defining the EDDNext's enterprise data architecture. The Lead Data Architect has an advanced level of understanding of the EDDNext Project and the depth of technical expertise to connect strategic intent and practical technical application in the development of standards, analytics and concepts governing methods in which data is stored, arranged and integrated.

The incumbent provides an immediate focus on designing and implementing the foundations of a modern data platform in support of the EDDNext project and the modernization of the EDD's Unemployment Insurance, Disability Insurance and Paid Family Lead benefit systems. The Lead Data Architect has decision-making authority and addresses the most complex problems and identifies innovative technical solutions, including but not limited to the development of the Application Programming Interface(API) management platform or API gateway to create and publish data-centric APIs, and implement policies, control access, and measure usage and performance to support EDD operations. The incumbent works with the ITB Deputy Director, ITB Executive Leadership team and the EDDNext vendor and State Project teams to coordinate EDDNext Project activities across branches, divisions and programs. The incumbent provides strategic technical leadership, influence, and expertise that drives the EDD's use of data and business processes to align with mission-critical organizational objectives in the delivery of incremental solutions through Business Process Reengineering.

As the EDDNext most senior data architect, the incumbent advises on and develops the data architecture direction and advises management and executive level staff on data related governance and policy that support achievement of the EDDNext's strategic mission goals. The EDDNext's Lead Data Architect possesses a wide range of knowledge of emerging, "cutting-edge" technologies, and is recognized as an industry expert in their area of specialization. The incumbent exhibits a mastery level of technical expertise in formulating technological strategy and policy, the development of enterprise data architecture, the provision of strategic and tactical technical direction, data conversion and demonstrates cross-domain expertise at a deep technical level.

Percentage of Duties	Essential Functions
35%	**Expert Level Technical Lead and Advisor:** The incumbent leads the evolution of the end state data architecture aligning with the business goals and future state vision for EDD. Provides overall technical direction, guidance, and definition of data architecture to effectively support the EDD business strategy. Reviews existing business processes and architect data solutions to provide useful metrics for business process review and improvement, as well as support of all data architectural disciplines to meet the business objectives. Promotes and shares data architecture principles, strategy and efforts that could impact the business application roadmaps and strategic solutions. Collaborates with other EDD architects to develop technical strategies and shape the environment for EDDNext, by implementing standards, policies and governance contributing to the overall Enterprise Architecture (EA) reference design, while maintaining system architecture across multiple platforms. Provides in-depth technical consultation to IT executives and senior management to ensure data architecture aligns with the enterprise strategic direction. Provide architectural consulting expertise, direction, and assistance to systems analysts, IT cloud engineers, and other systems architects. Participates in determining the scope, plan and IT resources needed with innovative solutions that fulfill IT and business requirements. Designs advanced cloud data architecture with resource utilization budget, monitors and reports resource consumption to EDDNext leadership team. Leads initiatives using project management best practices and industry architecture frameworks. Advises external vendors, internal business groups, and IT groups regarding the EDD's enterprise data architecture guideline.

20%	**Lead Enterprise Data Architecture and Data integration:** Manages EDDNext data integration architecture and provides lead expertise for the Enterprise Data Model to design and implement solutions that meet system and business requirements. Identifies and interprets trends and patterns in data, analyzes results using statistical techniques, and provides ongoing reports to Information Technology Branch (ITB) management to utilize in strategic planning efforts. Evaluates the most complex system change requests (internal or external) to identify changes, and communicate alterations of the data structure, data definition and metadata. Leads, plans, and prepares metadata proposals to ensure that the data element names are consistent with the best practice and the definitions provide sufficient information for business and IT analysts. Leads discussions and project activities to assess data structural and metadata design strategy. As technical lead, provides data modeling expertise, makes recommendations for tool selection, data conflict resolution and model integration to support proposed development projects. Reviews and analyzes existing application effectiveness and efficiency, and develops improvement strategies where needed. Conducts research on emerging IT/Data technologies in support of application/infrastructure development efforts, and recommends technologies that will increase cost effectiveness and flexibility. Leads and facilitates the data domain's architecture governance process based on governance structure. Understands the business needs for solutions. Influences the EDD to accomplish goals and needs through data architecture activities. Understands developers needs in parallel with business needs. Demonstrates abilities to derive, define, and explicitly represent various artifacts within the data architecture framework.
20%	**Lead Data Analytics and Data Management:** Oversees delivery of a full range of Data Analytics activities, including leading the design and implementation of the Master Data Management (MDM) solution. Plans, designs, and implements processes for EDDNext data intake, validation, mining and engineering as well as modeling, visualization and communication deliverables. Develops and implements EDDNext data quality controls and standards to optimize efficiency and streamlining processes to ensure project deadlines are met. Defines and designs the department's Data Administration function, including policy, standards, methodology, procedures and repository backup and recovery plans. Utilizes and guides in the implementation of tools, processes, and automation to achieve legacy data cleansing objectives. Collaborates with business and management teams to establish business data needs and develops strategies for long-term data platform architecture. Advises IT and department leadership on Data Modeling development in relation to EDD program and identifies when it is necessary to modify the technical/solution architecture to accommodate EDDNext project needs. Identifies and compares alternative scenarios s to determine the optimal solution that will meet enterprise needs. Works closely with Multidisciplinary teams (MDTs) and organizations as part of EDDNext roadmap. Uses industry standard Organizational Change Management methodologies and techniques to perform defined activities and tasks. Understands, facilitates, and communicates changes to processes to deliver desired value and goals of the department. Uses industry standard methodologies to perform process analysis to achieve project objectives. Develops and modifies technical specifications; develops and implements standards and controls. Works with multiple business units and technical teams to develop, define, implement, and maintain

15%	technical guidelines, existing and future deployed solutions, as well as make recommendations business-driven technology roadmaps. **Establish Guidelines and Standards:** Establishes an architecture assurance framework in accordance with best practices and State EA guidelines. Guides executive decision-makers to make accurate and timely decisions based upon architecture best practices. Collaborates with other ITB lead architects to ensure EA is in alignment with California Department of Technology (CDT) standards and best practices. Establishes processes to monitor EDDNext project through its lifecycle to assure architecture changes align with the enterprise vision. Organizes teams, makes plans, assigns and tracks project work, develop Application security plan and shares documents in plain view, keeping communications open, and progress transparent. Provides expert level technical support to the Data Analysis Team in managing the EDDNext Data Administration program, including planning and designing the data reference model, and keeping up to date of current and new CDT and CalData requirements. Reviews and approves plans and designs to implement new data administration technologies, concepts and techniques.
Percentage of Duties	**Marginal Functions**
5%	Develops a communication plan for architecture at the domain level. Leads and analyzes the information to evaluate the effectiveness of controls, determines the accuracy of reports, and monitors the efficiency and security of operations. Keeps ITB's technology and delivery managers aware of key issues, identifies, and resolves potential problems and conflicts.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☐ Required to assist customers on the phone   ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Click here to enter text.

6. SIGNATURES

Civil Service Classification
Information Technology Specialist III

Position Number
280-351-1415-976

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 Position Statement.
Employee's Name:
Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.
Supervisor's Name:
Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

	CPG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	KV	7/23/2024
☐ Exceptional allocation, STD-625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file