STATE OF CALIFORNIA
Franchise Tax Board

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
2425-00163	

Classification Title	Position Number
Information Technology Specialist II	564-261-1414-004

Working Title	Bureau and Section
Enterprise Quality Assurance Systems Architect	Quality Assurance Bureau Intake, Data & Integration QA Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general direction of the Information Technology Manager I within the Quality Assurance Bureau (QAB) the Enterprise Quality Assurance Systems Architect performs a wide variety of tasks requiring frequent innovative problem solving and optimization of testing activities within the Software Engineering domain for multiple FTB applications and systems. The incumbent is responsible for performing a variety of the most complex tasks in connection with the analysis, development, implementation, or support of applications and systems. The incumbent works as a technical application architect within the Software Development Lifecycle (SDLC), responsible for the most complex analysis, while creating new advanced testing strategies or adhering to established testing guidelines to deliver quality IT solutions. Work will be performed within FTB's Mission and Values framework and is geared toward fulfilling QAB's Business Plan goals while focusing on the needs of our business partners. In addition, the incumbent supports QAB's business hours and work shift schedule may be subject to change based on the QAB's business and operational needs which occasionally includes off-hours and on call support.

The use of designated productivity tools to plan, schedule, and complete assigned work successfully is expected and includes but is not limited to: Microsoft Excel, Outlook, PowerPoint, Project, SharePoint, Teams, Team Foundation Server, Visio, and Word.

Essential Functions

Percentage	Description
40%	Technical Subject Matter Expert (SME) for FTB's systems and applications that works independently as an application architect performing corresponding system impact analysis on both proposed and approved application enhancement requests and opportunities, as well as the most complex technical issues to support FTB's primary business functions. Maintain and document knowledge of best practices, test data management, test data virtualization, test data masking, test environments, systems of work, system data structures, and test data needs. Attend and participate in meetings to discuss proposed legislation and provide strategic direction with a focus to mitigate enterprise impact and complexity while promoting the most viable alternatives and solutions. Work cooperatively with QAB and Technology Services Division (TSD) technical staff in support of planning and software implementation activities. Participate on departmental teams in support of IT projects and initiatives to ensure technical solutions and deliverables are of the highest quality.
40%	Deliver expert knowledge and experience to the enterprise with presentations and design documentation on projects to implement system and application enhancements and modifications resulting from legislation and client requests. Review internal/external issue papers, requests, proposals, etc. and provide expert commentary to management as part of the approval process. Review user specifications to ensure that they are clearly stated, accurate, complete, and are in accordance with standards and

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Percentage	Description
	contain an acceptable level of detail necessary to determine appropriate system impact and design strategies.
10%	Provide expert technical knowledge and design support to developers on the most complex system and application issues and the resolution of problems associated to maintained systems and applications. Participate in departmental teams and projects representing FTB's systems and applications. Report status to management. Provide recommendations on metrics for measuring test optimization and test data management success, progress, and health. Establish methods for collecting metric data and reporting. Oversee related projects and proof of concepts. Provide support for test environment needs including tool upgrades, and/or configurations to support test optimization and test data virtualization current and future needs. Provide support to management for procurement-related activities.

Marginal Functions

Percentage	Description
10%	Conduct on-going research into industry standards, trends and developments, and monitor professional forums for up-to-date information that offers insight or opportunity for improvement of FTB's production systems or practices. Attend meetings as requested. Provide general support for the unit's activities as needed. Attend training classes. Assist in cross-training peers. Other duties as assigned.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Vacant

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Salcedo, Karen@FTB

Name (Print)	Signature	Date