DUTY STATEMENT

Employee Name:	Position Number: 580-150-1414-909
Classification: Information Technology Specialist II (Business Technology Management)	Tenure/Time Base: Permanent / Full-Time
Working Title: Business Architect	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Architecture Services Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The Information Technology Specialist II (ITS II), serving as a Business Architect, provides highly technical expertise to the Community Health Investment Section (CHI-S) within the Office of Policy and Planning which aims to achieve population health management and community health improvement goals, as defined in the State Health Improvement Plan, by collaborating across state and local public health and health systems to align priorities, metrics, and strategies involving the implementation of

needs assessment, public health program design, financing models, return on investment analysis and monitoring of outcomes. The Business Architect advises and collaborates with CHI-S towards the vision and leadership for developing and implementing information technology (IT) initiatives, including production support, project management, and data standards development and makes recommendations on important IT production-related decisions. The incumbent drives the development of IT automation and associated operational strategic plans; leads efforts in developing strategies to achieve organizational goals; understands organizational strengths and weaknesses; identifies external threats and opportunities; and adapts to changing business conditions. The Business Architect drives the development of IT standards relative to the section and leads section efforts to ensure compliance with current standards.

The incumbent is tasked with both establishing and maintaining effective working relationships on behalf of CHI-S with executives in the healthcare industry, software vendor community, national standards setting organizations, and state and federal control agencies in support of key business objectives. The Business Architect provides technical expertise and knowledge to CHI-S toward securing funding for key IT initiatives through grant writing and other measures from private, non-profit, and public sources of funding. The incumbent will provide leadership at the enterprise level for the development, adoption, and implementation of new IT technologies, standards, and practices that govern the CHI-S IT infrastructure and environments.

Under the general direction of the Information Technology Manager II, Chief, within the Enterprise Architecture Services Section, the Business Architect ensures the preservation of confidentiality, integrity, availability, and security of CHI-S assets, systems, and health data information. The incumbent has responsibility for formulating, approving, and implementing the technology-related policies, practices, and standards to establish and maintain an effective information security governance framework that CHI-S can readily adopt based on existing federal and state guidance. In-state travel is required for attendance at meetings, trainings, and conferences.

The ITS II will perform duties within the Business Technology Management domain.

Special Requirements

☒ Conflict of Interest (COI)

☐ Background Check and/or Fingerprinting Clearance

☐ Medical Clearance

☒ Travel: 5% In-state travel, as required to attend meetings, events and conferences.

☐ Bilingual: Pass a State written and/or verbal proficiency exam in

☐ License/Certification:

☐ Other:

Essential Functions (including percentage of time)

30%   Provides vision and leadership for developing and implementing IT initiatives in support of CHI-S. Advises the CHI-S management and team on key planning issues and makes recommendations on important IT production related decisions. Ensures the development of IT automation and operational strategic plans. Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities; and adapts strategy to changing conditions. Leads section project portfolio

management monitoring, including oversight of enterprise-wide projects. Acts as a technical expert and active contributor to develop, update, and track project plans for technology projects. Provides expert input on project objectives, technologies, systems, information specifications, schedules, funding, and staffing.

20%   Leads production-level systems support for the section; monitors production metrics and triaging of technical issues reported to the section; and works with section manager and grant/contract managers to establish root cause, optimal path towards resolution, and identification of staff resources to develop resolution. Assigns technical tasks to section staff as appropriate. Communicates and escalates issues to upper management as necessary. Collaborates with CHI-S staff on the development, testing, implementation, and maintenance of a CHI-S risk management Business Continuity Plan including key components such as Risk Management, Policy Management, Organizing Information Security, Asset Protection, Physical and Environmental Security, Communication and Operations Management, Access Control, Information Systems Development and Maintenance, Incident Management, and Disaster Recovery Management.

15%   Seeks and develops strategic partnerships at the technical level with state and federal technical stakeholders. Works with stakeholders on interoperability of systems and CHI-S's outreach activities and referral networks to ensure effective technical partnerships are formed. Provides technical subject matter expert support towards interoperability initiatives with identified technical stakeholders. Develops and promotes technical implementation pilot efforts with technical stakeholders.

15%   Collaborates with state and federal standard setting teams to identify and document electronic exchange standards to ensure compliance with state, federal, and national regulations. Works with ad hoc teams throughout CDPH to ensure data standards, data mapping, and data quality are consistent with the department's standards, processes, and needs for surveillance and research. Ad hoc teams could include federal workgroups under the Centers for Disease Control and Prevention, state workgroups, health information technology workgroups, and data standards workgroups. The scope of the efforts with the workgroups could include such things as identifying data sources, defining measures for reporting, standardizing common metrics, assessing data quality, performing data mapping, and developing dashboard components to support CHI-S.

15%   Drives the analysis and re-engineering of existing technology related business processes, identifying and developing the capability to use new tools, reshaping the enterprise's physical infrastructure and network access, and with identifying and leveraging the enterprise's knowledge resources. Provides recommendations to establish and implement organizational technology-related goals, objectives, policies, and operating procedures; manages and evaluates operational effectiveness and continuously implements process improvements. Seeks improvements to the IT environment, policies, and procedures to achieve operational efficiency. Works with internal and external stakeholders to define and track issues and risks related to data management in CHI-S's data management systems. Participates in regularly scheduled CHI-S status meetings with respect to inbound sources of data to CHI-S and outbound channels in support of surveillance and research.

Marginal Functions (including percentage of time)

5%   Performs other job-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: HD
Date: 01/2024