

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager I	Working Title Architecture and Engineering Chief
Employee Name Vacant	Position Number 791-750-1405-003
Project/Division Name Child Welfare Digital Services	Supervisor's Name Vacant
Unit Product – Architecture and Engineering	Supervisor's Classification Information Technology Manager II
Physical Work Location 2870 Gateway Oaks Blvd. Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Remote Centered. Hybrid workplace environment. Telework available based on business need.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Product Director (ITM II), the Architecture and Engineering Chief serves in a key state role on the Delivery Central team for the Child Welfare Services - California Automated Response and Engagement System (CWS-CARES) Project. CARES comprises Customer Relationship Management (CRM) Platform as a Service (PaaS)-based applications and data/analytics services provided through the CARES Data Infrastructure (CDI). The incumbent provides architectural and engineering direction to multi-disciplinary product delivery teams, and supervises a team of State Platform Architects, Integration Architects, Domain/Data Architects, Data Engineers, and Platform Configurators/Engineers.</p>	
Percentage of Duties	Essential Functions
35%	Supports the CWS-CARES Director of Product in maintaining and realizing the Product Roadmap, with responsibility for the iterative specification of the CARES Domain Model (including the Event Model), Shared Services, Data Services, Converted Data, and Integration (Data Exchange) Points. Serves in a key state role on the Delivery Central team, providing architectural and engineering direction to multi-disciplinary product delivery teams composed of both State and vendor staff. Responsible for maintaining and evolving the emergent CARES Enterprise (Reference) Architecture, reflecting the principles of Domain Driven Design (DDD), along with CARES Engineering Standards. Accountable for making architectural and technical trade-offs - considering product value - with respect to both PaaS configuration/development and integration between PaaS-based applications and CDI data services.
30%	Supervises a team of State Platform Architects, Integration Architects, Domain/Data Architects, Data Engineers, including Data Conversion Engineers, and PaaS Configurators/Engineers. Such supervision focuses on professional development, including technical skills/certification and domain knowledge development, and on insuring that these State resources produce high-quality work, including useful technical artifacts, as members of product delivery teams. Responsible for the administration of Sparx

	Enterprise Architect (EA) in maintaining technical model templates and artifacts. Keeps current on emerging architectural patterns and enabling technologies, with emphasis on those that support safety-critical, highly regulated, and data-intensive systems such as CARES.
30%	Responsible for vendor management and monitoring contractors' performance and quality of deliverables via the Work Order Authorizations (WOAs) process. This includes oversight of the vendor staff providing, in the context of the CARES Service Delivery Lifecycle, both PaaS Integration Services and CDI data services.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Rarely (1-6%)	Sitting: Frequent (51-75%)
Walking: Not Applicable	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: Remote Centered. Hybrid workplace environment. Telework available based on business need.	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. Select b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (<i>e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i>)
Directly – Four state staff - (3) ITS II; (1) ITS I; and multiple vendors / contractors.

6. SIGNATURES

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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print) Daniel Scribner	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	NM	03/23/2020

Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>)
* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.
List any Reasonable Accommodations Made:

Click here to enter text.

**** AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE**
- **FILE A COPY IN THE SUPERVISOR'S DROP FILE**