

PROPOSED

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Information Services Enterprise Risk Management Branch	
Position Number 441-179-1402-XXX	Location Sacramento	Telework Option Hybrid
Classification Information Technology Specialist I	Working Title Application and Technology Portfolio Specialist	

General Description <p>Under direction of the Information Technology Manager I (IT Manager I), and in coordination with EA technical stakeholders (including the Lead EA Program Coordinator, IT Specialist II), the incumbent serves as the Application and Technology Portfolio Specialist for the Enterprise Architecture (EA) program.</p> <p>The Application and Technology Portfolio Specialist is responsible for the ongoing development, maintenance, and enhancement of the Department’s application and technology EA portfolios. The incumbent assists the Healthcare Payments Data (HPD) program and other HCAI staff with research and analysis of products that would satisfy a defined business need and also conform to HCAI’s EA framework and strategic roadmap.</p> <p>This position evaluates and recommends modifications to application/technology investment strategies. In addition, the incumbent works with technical stakeholders to develop and maintain essential EA artifacts such as design patterns, reference models, development standards, and EA principles.</p> <p>The Application and Technology Portfolio Specialist works closely with the Business and Information Portfolio Specialist to develop and maintain a comprehensive representation of the HPD system modules and the HCAI enterprise ecosystem. The two roles have shared responsibility for EA program documentation and repository management. The Application and Technology Portfolio Specialist has primary responsibility for the EA program’s digital presence, including but not limited to Microsoft SharePoint content published on the HCAI intranet.</p> <p>Along with other staff in the EA Group, the incumbent participates in essential EA governance processes and stakeholder functions. The incumbent may be called upon to assist with general EA needs as required.</p>	
Supervision Received	Under direction, incumbent reports to the IT Manager I, Enterprise Risk Management Branch.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los

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Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties

E = Essential, M = Marginal

- 40% E **Application Portfolio Development and Maintenance**
Under the direction of the HCAI Chief Enterprise Architect, and with the assistance of the Enterprise Architecture Program Coordinator, perform research, analysis, and stakeholder coordination for enterprise application portfolio rationalization. Assist with EA change requests. Assess and document technology solutions and possible alternatives. Participate in the HCAI Multi-Disciplinary Team to develop and maintain: reference models; reusable design patterns; templates; and principles, policies, and standards that are primarily technical in nature. Assist HCAI domain architects to solve problems and ensure EA application portfolio soundness. Analyze HCAI environmental scans to maintain and reconcile any gaps in the application portfolio.

- 30% E **Stakeholder Engagement and Market Research**
Assist EA clients with research and analysis, including market research and reporting, for situations where the enterprise application portfolio does not have an adequate solution to a proposed business problem/opportunity. Act as the EA technology liaison in support of organizational change management to achieve improvements and stakeholder satisfaction. Maintain awareness of application and technology market trends, and prepare recommendations for application portfolio optimization as needed.

- 25% E **Digital Content Management**
Develop and maintain the EA program’s digital presence. Develop, or assist with the development of, tools for digital governance operations.

- 5% M Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date

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