

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

RPA NUMBER <b>27856</b>	DGS OFFICE or CLIENT AGENCY <b>Enterprise Technology Solutions</b>	
UNIT NAME <b>Enterprise Architecture</b>	REPORTING LOCATION <b>707 3rd Street, Third Floor, West Sacramento, CA 95605</b>	
SCHEDULE (DAYS / HOURS) <b>Monday-Friday/ 8:00 a.m.-5:00 p.m.</b>	POSITION NUMBER <b>306-072-1415-XXX</b>	CBID <b>M01</b>
CLASS TITLE <b>Information Technology Specialist III</b>	WORKING TITLE <b>Enterprise Architect</b>	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION** ☐ Rank and File ☐ Supervisor ☒ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under administrative direction of the Chief Technology Officer (Information Technology Manager (ITM) II), the Information Technology Specialist (ITS) III in the Department of General Services (DGS), Enterprise Technology Solutions (ETS) within the System Engineering domain, demonstrates strategic technical leadership, influences, and expertise that drive the organization's use of technology toward constant improvements.

**SPECIAL REQUIREMENTS** ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides expert level technical leadership to DGS Programs by understanding each of program areas and collaborating with program executives to create long term technology roadmap that aligns with each of program's vision, mission, and goals; Builds business partnerships to help business steer towards automation, technology standardization and continuous process improvements through technology adoption. Oversees the approach and provide expertise during implementation of technologies per the technology roadmaps for each of the programs; manages the roadmaps for continuous improvement.
25%	Keep DGS at the cutting edge of technology through continuous research and evaluation of emerging technologies, methodologies, and tools to best service DGS's program areas; Identifies and conducts proof of concepts, works collaboratively with other architects, ETS team, DGS programs, suppliers, legal and procurement departments as needed on the implementation of these technologies for the use cases identified; Provides leadership, guidance, training and support to staff on latest technology changes and adoption; Conducts presentations or briefings to executive management on emerging technologies and how DGS can benefit by its use.
15%	Leads the annual review of new technologies available in industry and in all technologies in use at DGS to create and update the ETS technology roadmap, contributes in the planning of overall organization information technology strategy; Reviews and provides feedback on the impact to ETS of new Statewide technology policies, SIMM, SAM, and NIST; Maintains professional network with industry research organizations, vendors, and other state and local department's enterprise

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	architects to ensure DGS is adhering to state-wide best practices; Leads regular reviews and updates to ETS Standards, best practices, processes, and procedures to ensure alignment with DGS' strategic and operational initiatives.
10%	Provides technology solutions for complex business problems using technical expertise in Alternative Analysis meetings with the Business, Business Analysts, portfolio and security team. Designs, develops, oversee and direct complex technology solution implementations. Conduct presentations or briefings to executive management on complex projects and advice ETS management and DGS executives on information technology direction of the organization.
10%	Provides expert level guidance and consultation to Customer Technology Services Section on the technologies they support by researching, doing Proof of concepts, and working alongside and mentoring Desktop services to improve ultimate end user customer experience. Provide expert level guidance in troubleshooting technology incidents.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Keeps skills current by participating in educational opportunities; reading professional publications; Attends educational workshops and networks with other IT personnel and vendors by participating in forums in order to maintain knowledge of industry trends and practices.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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