



Classification: Systems Software Specialist III (Tech)
Title: Enterprise Architect
Salary: \$6,388.00 - \$8,396.00
Posted: 11/29/16
Permanent, Full-Time

THIS POSITION IS SUBJECT TO DEPARTMENT OF FINANCE/BUDGETARY APPROVAL.

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Not Your Average IT Shop

The Systems Software Specialist III (SSS III), Enterprise Architect (EA) is a valuable and contributing member of the CSAC Team comprised of highly motivated, collaborative professionals. We are searching for a self-starter, creative thinker with a positive attitude to join our team. Our focus is on providing excellent customer service. We strive to hire the best and brightest staff. We coach, mentor and guide them to become the best they can be.

Can you work under pressure and come up with innovative solutions to new problems? Are you willing to work in a small team and push everyone to be the best that they can be? Do you love learning new things and expanding your knowledge? If so, the ITSD Team might be the right fit for you.

About the System you'll support

The Grant Delivery System is comprised of 17 applications, the oldest of which was developed 30 years ago. The ITSD Infrastructure Team, with the help of other ITSD units, maintain and enhance these applications. The CSAC is currently taking part in the State's new IT project approval process administered by California Department of Technology. Upon completion, the CSAC will begin the Grant Delivery System Modernization Project which will provide a NEW fully integrated system.

Highlights of the Job

CSAC Enterprise Architecture (EA) is a management engineering program which presents a holistic, comprehensive view of the CSAC enterprise including strategic planning, organizational structure, relationships, business processes, information and operations.

Highlights include:

- CSAC lead advisor in directing enterprise architecture and technology initiatives
- Primary advisor regarding CSAC shared technology infrastructure services and environmental sustainability
- Responsible for development and maintenance of the CSAC Enterprise Architecture framework and associated policy and standards
- Work collaboratively with California Department of Technology, CSAC Business and Technology Executives
- Promote and align technology initiatives and services with business and IT strategic plans
- Ensure the confidentiality, integrity and availability of CSAC systems and applications
- Participate in the development of CSAC IT policies, processes and procedures
- Ensure CSAC IT and investment decisions are aligned to CSAC business goals and objectives
- Responsible for defining and establishing the CSAC enterprise roadmap
- Responsible for guiding CSAC projects to ensure architectural coherence
- Responsible for creating an integrated view linking CSAC mission and support processes to CSAC information, application and technologies
- Work to improve CSAC interoperability and information sharing
- Responsible for optimizing CSAC core processes and standardizing enterprise data
- Work collaboratively with CSAC entities to develop repeatable enterprise processes, standardized solutions and repeatable shared IT platforms
- Responsible for establishing and managing CSAC standards and best practices for Business Intelligence (BI), Enterprise Application Integration (EAI), Service-Oriented Architecture (SOA), Identity and Access Management (IdAM), Enterprise Content Management (ECM), eGovernment (eGov), Master Data Management (MDM) and Cloud Computing (CC)
- Responsible for CSAC Enterprise Architecture Portfolio and EA Portfolio management tool set
- Communicate transformation ideas
- Advising CSAC business leaders on how IT can support business transformation
- Responsible for bridging CSAC strategy and implementation initiative gaps
- Work collaboratively to influence the adoption of reusable and shareable IT solutions
- Lead the creation of and manage an agile and flexible EA Portfolio
- Collaborate with other CSAC groups to establish, document, train and manage SDLC and ITIL polices, processes and procedures.
- Collaborate with diverse technical and non-technical groups, spanning all organizational levels.
- Responsible for management and oversight of contractors, evaluating and monitoring contracts, performance and deliverables.
- Responsible for managing multiple projects and competing priorities simultaneously.
- Identify metrics and drive initiatives to improve the quality of CSAC services.
- Represent CSAC at meetings and conferences with stakeholders, policy makers and the general public.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/Pages/1585.aspx>.

Preferred Qualifications

- Knowledge of business and technology architectural methodologies and standards used to design and structure functional business and IT environments and assist in the selection, acquisition and use of hardware and software solutions, platforms, databases and applications.
- Knowledge and experience in the application of IT organizational and financial management.
- Knowledge of and experience with methods, processes and techniques of business and IT strategic planning.
- Experience in negotiating terms and conditions of IT contracts.
- Experience in seeking out emerging IT solutions and evaluating industry trends.
- Ability to produce high-level frameworks, designs, and concepts upon which application, infrastructure, data and security architectures can be built and standardized.
- Ability to write comprehensively and communicate with all levels of management, including executives, peers, attorneys and external customers.
- Ability to effectively prioritize work assignments, handle stress and short deadlines.
- Willingness to accept challenges and manage multiple projects simultaneously.
- PMP certified.
- Extensive experience with the State IT procurement policies, processes and procedures.
- Prior lead experience.
- Well-developed interpersonal skills.
- Experience and expertise in release, change and production management.
- Expertise in understanding and applying SDLC and ITIL methodologies.
- Extensive project management experience on complex and/or high-profile projects.
- Experience and/or understanding of the State IT procurement policies, processes and procedures.
- Understanding of software licensing procurement.
- Experience with establishing various governance programs.
- Experience and expertise utilizing various project management and procurement tools.
- Ability to understand complex technologies and concepts.
- “Hands-on” and extremely detail oriented.
- Experience developing, documenting and training on policies, processes and procedures.
- Comprehensive understanding of application support processes/issues.
- Expert writing, time management, communication, analytical and organizational skills.
- Ability to effectively communicate via various media with management, stakeholders, customers, contractors, peers and staff.
- A willingness to learn new things, embrace change and support others with change management.
- An ability to perform well under pressure on time-sensitive and high priority projects.

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Systems Software Specialist III (Tech) position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #16-039/JC#44581 Position # 270-701-1367-xxx, Systems Software Specialist III (Tech) in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the “minimum qualifications” to determine whether transcripts may be needed.

How to Apply/Final Filing Date

Applications and résumés and will be accepted by the final filing date of December 13, 2016, and must be submitted electronically through the CalHR Cal Career Jobs website at www.jobs.ca.gov. Résumés are optional, however, the Standard 678 Employment Application is required.

Applications will not be accepted by fax or e-mail and will only be accepted through the CalHR Cal Career Jobs website. **Caution: Do not withdrawal your application on the CalHR Cal Career Jobs website for minor corrections, as you will not be able to re-submit another application online.**

Please contact Personnel@csac.ca.gov if assistance is needed with the electronic application process. It can then be determined whether a hard copy application is an only option.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	Vacant
Classification:	Systems Software Specialist III (Tech)
Working Title:	Enterprise Architect
Position Number:	270-701-1367-xxx
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	11/10/16
Effective Date:	

Function: *(Summary of Responsibilities)*

Under the Chief Information Officer, Information Technology Services Division, the Enterprise Architect (EA) serves as the CSAC CIO's lead advisor in directing enterprise architecture and technology initiatives. The Enterprise Architect is responsible for the development and maintenance of the CSAC Enterprise Architecture framework and associated policies, processes, procedures and standards, including standards for application development. This framework enables application integration and rationalization, shared services, interoperability, and data and information sharing enterprise-wide in order to achieve resource and cost efficiencies for CSAC.

The EA functions with a high degree of independence and requires accurate prioritization skills, excellent organizational skills, excellent communication skills and accurate problem assessment resolutions. The EA must be able to properly apply, all applicable State and Federal regulations as well as other forms of law to each functional area of responsibility.

This position has regular interaction with and exercises influence over exempt employees, CEAs, senior level business and IT managers, and other State IT experts, and business representatives from various entities involved in policy development. This position has regular interaction with executives from private sector organizations ensuring the astute direction of CSACs IT program.

Reporting Relationships:

Reports directly to: Data Processing Manager III.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

As a valued member of the Information Technology Services Division team, you make it possible for the California Student Aid Commission (CSAC) to improve by providing expert level consultation, being innovative, resourceful, and flexible, reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as the students and schools we serve.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- *Exists to perform the function*
- *Limited numbers of employees available to perform function*
- *Highly specialized function*
- *Removal of function would fundamentally alter the job*
- *Must be able to perform with or without reasonable accommodation*

40% Serves as the key advisor on all CSAC technology initiatives. Establishes, directs and manages the CSAC Enterprise Architecture (EA) program. Directs and develops the EA framework and methodology to define business processes and their relationship with systems, technologies and data. Directs the CSAC enterprise technology in providing short and long term IT strategies ensuring technological alignment with industry best practices, external technology trends and State programmatic requirements and CSAC needs.

Responsible for working collaboratively with the State, CSAC Executive Management, CSAC Business and IT Teams, private sector/industry representatives, federal and local agencies and other key stakeholders and internal/external customers to plan, develop, enhance and maintain the CSAC Enterprise Architecture Program.

Responsible for the development, implementation and maintenance of policies, processes, procedures and standards for CSAC applications, systems and technologies (including design, development, implementation, maintenance and operations and security) that affect CSAC business functions in collaboration with key stakeholders.

Consults and advises CSAC decision makers regarding the selection, negotiation and acquisition of hardware and software solutions. Evaluates emerging technologies and solutions, new applications of technology and product and solution roadmaps to assess their ability to assist CSAC in achieving policy objectives, strategic priorities and achieving resource and cost efficiencies for CSAC.

40% Support and participate in the development and growth of information technology service management in the ITS Division using the Information Technology Infrastructure Library (ITIL) and SDLC framework to improve the delivery of services and information to our internal and external stakeholders. Develops continuous process improvement initiatives. Actively manages and contributes to the development and administration of Enterprise Services projects, policies, procedures and standards.

Responsible for understanding, supporting and adherence to all CSAC and State security, IT security, and asset management policies, processes and procedures.

Participate and provide organizational change management leadership to staff and supervisors in line with CSAC enterprise organizational change management efforts.

Actively participate as the EA leadership for CSAC IT, SharePoint, Web Services and Data Governance Programs. Active member of the CSAC Enterprise Change Control Program, Release Management and Production Operations Program. Work closely with the IT Production Support Services to ensure program cohesiveness with EA.

Actively facilitates cross-functional workgroups/teams in order to effectively meet the goals and objectives in support of the CSAC mission and EA program. Ensure effective communication and collaboration among teams and establish policies, processes and procedures which support this effort. Responsible for providing presentations, executive summaries and meeting management to CSAC Executive Management as needed.

Responsible for forward thinking and future planning in order to effectively establish accurate activities and tasks to meet future program expectations.

Responsible for working independently to create complex documents, letters, emails, memos and other correspondence in order to communicate with other department staff, other state agencies and/or general public using correct grammar, spelling and syntax. Conduct comprehensive research and analysis to support reports, project summaries, proposed legislation reviews in order to comply with legislative mandates, complete assigned work and help ensure CSAC meets its goals and/or fulfills its mission. Must communicate technical concepts to non-technical audiences. Responsible for development and delivery of a variety of presentations to various audiences.

15% Responsible for actively assisting in the establishment of a comprehensive enterprises services program. The program includes project management, various governance initiatives, production support and Enterprise Architecture. Responsible for establishing and maintaining an CSAC Enterprise Architecture web or SharePoint site.

Non-Essential Functions:

- *Secondary to essential functions*
- *Function is a minimal part of the job*
- *Make up remaining duties of the position*
- *Can be absorbed by another staff person*

5% Other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

Duties require the incumbent to sit for extended periods of time to operate a computer; sit, stand, speak, see, and hear presentations and participate and/or facilitate meetings, conferences, and workshops; frequent keyboard entry, telephone; grasp and handle papers, small objects and large manuals; reach to file above shoulder level; bend/stoop to file below waist level; and occasionally lift up to ten pounds. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations. The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful.

Work Environment Requirements:

- Professional business attire.
- Required to carry a mobile device and be available by phone and/or email.
- Requires periodic off-shift and weekend work.
- Travel is required to attend meetings, conferences or training.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.