

**ENTERPRISE INFORMATION SERVICES (EIS)  
 ENTERPRISE PROJECT MANAGEMENT OFFICE (EPMO)  
 ENTERPRISE ARCHITECTURE UNIT  
 DUTY STATEMENT**

<b>Section:</b>	Enterprise Project Management Office
<b>Unit:</b>	Enterprise Architecture
<b>Position Number:</b>	065-620-1312-232
<b>Classification:</b>	Staff Information Systems Analyst (Specialist)
<b>Date:</b>	10/13/2014

**Supervision:** The Staff Information Systems Analyst (SISA) (Specialist) will function under the general supervision of the Systems Software Specialist III (Supervisor) over the EIS Enterprise Architecture Unit. This position is CDCR's sole business architect who leads and manages all business architecture efforts. The business architect will be required to work with and leverage subject matter experts from any needed area. The incumbent is responsible for managing the development of the Enterprise Business Architecture (EBA), which represents the requirements, principles and models for the enterprise's people, financials, processes and organizational structure. The incumbent works with a range of people in business and information technology (IT) to lead and facilitate the development of artifacts. These artifacts are used to guide the business toward a defined future state. The business architect provides expertise in the definition, adoption and adherence to EBA strategies, processes and standards. The business architect provides assistance and direction to others, ensuring that all business work effectively together. As a subject matter expert, the business architect provides executive level direction to various CDCR's boards and committees. The business architect will facilitate internal meetings and lead the approval of artifacts through CDCR's governance process. The business architect will conduct independent research and respond to enterprise architecture requests. The incumbent will also provide meeting support. The business architect will also ensure compliance by reviewing various documents from programs and projects.

**Knowledge:** This is an advanced technical analyst position with a primary focus on EA and the incumbent must be familiar with business, application, data and technical architectures. In addition the incumbent has a strong background in business architecture. The incumbent has knowledge of how architectures work together to develop and review data designs. The incumbent has substantial knowledge regarding EA frameworks including FEAF and NASCIO reference models, industry trends, best practices and standards. The incumbent must apply this knowledge and impart this knowledge to CDCR stakeholders. The incumbent is expected to possess an advanced knowledge of the Department's mission and business function in order to take into account the larger business perspective. The incumbent must have in depth experience in EA, governance and modeling. The incumbent must be experienced working directly with executive business owners to develop requirements for alignment to the business.

**Guidelines:** The incumbent is responsible for developing and interpreting EA best practices, policies, and processes to formulate IT strategies across the organization. The incumbent is responsible for ensuring implementation and maintenance of the Department's EA framework and methodologies. The incumbent will provide EA design, review, analysis, lead, oversight and consulting services for CDCR.

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**Complexity:** The breadth of the position includes developing and ensuring CDCR's business architecture is strategically developed and aligned to support CDCR's business goals. The impact of the architecture affects all business areas utilizing the CDCR computing resources for their business processes. The incumbent is the sole CDCR EA business architect. The incumbent demonstrates skills and qualities required for an effective, team leadership and plays a key role in the success of the department's IT and to the business as a whole. The incumbent possesses leadership ability needed to mentor organizational staff and relate to CDCR program management and staff.

**Scope and Effect:** The services and decisions the incumbent is responsible to provide affect a large number of CDCR business areas, mission critical and non-mission critical. The incumbent must ensure the current architecture is developed with the enterprise view for a desired target state. The desired target architecture includes improving interoperability and integration, enabling agility, reducing costs, improves security, and reduces technical risk.

**Personal Contact:** The incumbent represents CDCR EA program to internal and external entities, and advises management, administrative or executive staff on the planning, development, and coordination of IT activities. The incumbent advises other architects and staff regarding CDCR business architecture. There is regular contact with other architects in various IT programs and projects. The incumbent is a lead member of the Enterprise Business Architecture Committee. The incumbent contacts vendors to assess new technologies. At this level, the incumbent is well organized and communicates effectively, orally and in written form with peers in the CDCR as well as with external entities. The incumbent develops and reviews EA artifacts produced by other internal entities. The incumbent also gives verbal presentations to customers and briefings to EIS and CDCR management. The incumbent attends external control agency EA meetings with the Chief Enterprise Architect to represent CDCR. The incumbent demonstrates high level communications and interpersonal skills.

**Purpose of Contacts:** In the normal course of work, the incumbent is expected to justify, defend, negotiate, and settle matters involving significant or controversial issues, communicating at the Control Agency, Department, and Division level. From time to time, the incumbent is required to provide status reports to the highest levels of CDCR management. The incumbent possesses the ability to provide quantitative information, and consider and value differing viewpoints, goals, or objectives. The incumbent possesses the ability to motivate, persuade and lead individuals or groups.

Specific responsibilities include the following:

45%	Business Architecture Development
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- Develop and manage the development and evolution of the Enterprise Business Architecture (EBA) in iterative phases. Maintain the EA program's business repository including templates, framework, documentation, and intranet website.
- Collect and gather CDCR information from numerous hard or electronic sources, including by interview, to develop business architecture artifacts. Collection and gathering may require personal interviews, consolidation of information, and multiple analyses to form appropriate artifacts.
- Assess near-term needs, using structured interview processes, to establish business priorities. Consult with business and technical subject matter experts (SMEs), and develop alternative solutions. Advise on options, risks, cost-benefits, impacts on other business processes and system priorities.

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- Work with business-facing projects, and stay informed on their progress. Also, liaise and collaborate with functions associated with business process management (BPM) and service-oriented architecture. This is to ensure enterprise wide consensus regarding business change requirements and the future-state or current-state design of business processes.
- Collaborate with business and IT functional areas to understand how the business context applies to specific EBA iterations. Monitor business and technology trends that will impact the business and its extended ecosystem, and analyze its reactions to these trends at the strategy level. Identify and monitor critical constraints that may impact EBA progress, including resource, regulatory, market, geographic, cultural and business constraints.
- Develop and work with domain leaders or SMEs to scope the level of detail of current-state documentation, and identify gaps between the current and desired future states. Lead the development of high-level projects or initiatives to close the gaps between the current- and future-state architectures, including road maps, proposed change projects and target metrics.
- Consult with line of business (LOB) customers to define and/or design business processes, functions and organizational structures, and on identifying and promoting enabling technologies based on business requirements.

<b>30%</b>	<b>Business Architecture Communication &amp; Education</b>
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- Work with projects, and stay informed on their progress. Serve as liaison between business and IT to ensure collaboration to ensure enterprise wide consensus regarding requirements and the future-state or current-state design of processes.
- Communicate with business and IT leaders to inform them on EBA activities and how they will benefit the business. Lead other communication efforts such as interviewing and educating key stakeholders, facilitating organizational change management, and working with customers and constituencies.
- Collaborate with business and IT leaders to ensure that EBA requirements, principles, models and recommendations are adhered to when migrating to the desired future state.
- Define and articulate common agreement and understanding of what EBA is, its potential value (based on business goals and objectives), and the value of leveraging its outcomes within the scope of the overall enterprise architecture (EA) effort. Work with other architects to ensure that the EBA supports, reflects, advances and integrates with the overall EA efforts and with other EA viewpoints.
- Provide EA support and understanding to individual projects and programs regarding business architecture.
- Educate CDCR and external customers on EA concepts and program efforts.
- Educate CDCR and external customers on existing and targeted EA artifacts including projects and programs.

<b>15%</b>	<b>General Enterprise Architecture Liaison to Programs and Projects</b>
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- Provide general EA program liaison for individual projects, internal programs, and external stakeholders for other architectures.
- Ensure project and program architecture is represented within the EA.
- Ensure project and program architecture is aligned with EA.
- Provide EA information support by reviewing and analyzing project and procurement documents.
- Coordinate communication between projects and programs and other EA staff.
- Oversee project and program architecture development and schedule.
- Respond to EA information requests.

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- Represent the EA program, attend and participate at various internal and external committee meetings relating to technology and architecture issues.
- Educate projects and programs on using the EA.
- Prepare and deliver EA presentations.

10%	General Architecture and Program Support.
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- Perform other architecture activities as needed and directed by management; such as, analyzing policy issues, preparing issue papers, developing special reports, providing guidance to departmental staff, and developing work plans.
- Keep abreast of changes in architecture policies, industry strategies, and technology improvements.
- Lead and participate in formal and informal training programs to strengthen EA proficiency.
- Participate in Department and Division meetings and other activities as required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_