CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

DEPARTMENT: California Department of Technology

POSITION TITLE/LEVEL: State Chief Enterprise Architect, CEA B
                          Office of Enterprise Architecture

SALARY: $ 10,360 - $ 12,341

FINAL FILE DATE: Postmarked by: <u>November 19, 2020</u> (New Filing Date) or Until Filled

POSITION DESCRIPTION:
Under the general direction of the Chief Deputy Director/Deputy State Chief Information Officer (CIO), the State Chief Enterprise Architect (SCEA) shall lead the use of newer trends in enterprise architecture (EA) that support business digitalization and innovation to achieve statewide goals identified in the Vision 2020 and 2023 California Technology Strategic Plan or other directives. The SCEA is responsible for leading the development, maintenance, communication, and implementation of statewide enterprise architecture strategy, governance, and policies to develop architecture plans and models that drive the design and then delivery of digital services. Working across the State of California executive branch, the CSEA leads and coordinates all aspects of the State's EA practice, including Business, Information, Solutions, and Technical Architecture, in alignment with Security. The SCEA will also drive enterprise architecture for the California Department of Technology (CDT), supporting CDT's dual role as control entity and service provider and will participate as a member of the CDT Executive Staff.

The SCEA responsibilities are to:
- Lead the effort to baseline the state's current digital services, set a vision and road map, and identify digital services no longer meeting needs and working with departments owning the digital services to implement the architecture plan to transform the digital services.
- Develop, maintain and implement needed policies, governance frameworks and operating models that will enable the delivery of digital service transformation across the State of California executive branch.
- Work in conjunction with business and technology executives, enterprise architects, industry executives, and control agencies in establishing statewide EA frameworks and policies that affect the State.
- Provide input to new legislation proposed to strengthen the use of shared services and information across the state for functionality, efficiency, and appropriate adoptions of best practices as well as emerging technologies.
- Build the EA practice to become an external management consultancy, offering services and skills to support the development and execution of business strategy.
- Serve as a member of CDT's Executive Staff; act as an advisor to the Director/State CIO, Chief Deputy Director/Deputy State CIO, and the Information Technology Executive Council (ITEC) on statewide policy decisions that affect statewide and CDT's Enterprise Architecture strategy, standards, direction and alignment.
- Work in conjunction with executives and Enterprise Architects from other State departments, industry executives, control agencies, and enterprise architect professional organizations in establishing statewide policies that affect the enterprise architecture of the CDT and its customers.

MINIMUM QUALIFICATIONS
CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service. Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

A.   REQUIRED KNOWLEDGE:
1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch;
2. Knowledge of the principles, practices, and trends of public administration, organization, and management;
3. Knowledge of the techniques of organizing and motivating groups;
4. Knowledge of program development and evaluation;
5. Knowledge of facilitation and negotiation techniques to promote collaboration amongst diverse groups;
6. Knowledge of the methods of administrative problem solving;
7. Knowledge of the principles and practices of policy formulation and development, and personnel management techniques;
8. Knowledge of the department's Equal Employment Opportunity Program objectives, and a manager's role in the Equal Employment Opportunity Program.
9. Knowledge of current Information Technology (IT) workforce demographics, including the technology needs of stakeholders and their organization, as well as political, administrative and fiscal environments in order to understand the potential impact of issues and parameters of solutions;
10. Best practices in IT professional development programs/projects and support services, and knowledge of typical risk areas in the implementation of process to bring quality solutions to the workforce improvement activities;
11. Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices;

B.   REQUIRED ABILITIES:
1. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff;
2. Ability to analyze administrative policies, organization, procedures, and practices;
3. Ability to integrate the activities of a diverse program to attain common goals;
4. Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters;
5. Ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;
6. Ability to analyze complex problems and recommend effective courses of action, and prepare and review reports;
7. Ability to effectively contribute to the department's Equal Employment Opportunity objectives.

SPECIAL PERSONAL CHARACTERISTICS

- Creativity and Innovation – Apply new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to optimize the organization and management of IT programs. Survey the landscape and recommend/develop new services that help customers meet their business needs.

- Teamwork – Cooperate to achieve the California Department of Technology's mission, goals and values, and encourage a diversity of opinions. Ability to facilitate cross-agency collaboration activities. Ability to build and manage high-level teams.

- Continuous Improvement – Focuses on continuous improvement and high personal accountability. Provides leadership that assures his/her management team and staff maintains this focus as well.

- Communication – Ability to interact and communicate effectively with executive management at the State level, as well as various private and public organizations. Ability to interact in a diplomatic, tactful and effective manner with all levels of staff. Ability to negotiate win-win solutions in difficult and challenging situations. Ability to speak and write clearly, and effectively.

DESIRABLE QUALIFICATIONS

In addition to the above, the following experience factors will be considered in competitively evaluating each candidate:

- Business experience in strategic and operations planning and/or business analysis.
- Experience in at least three disciplines, such as business, information, solution or technical architecture, application development, middleware, information analysis, database management or operations in a multitier environment.
- Experience in working with high-level executives across local, state or federal government or similar circumstances.
- Ability to obtain consensus from key stakeholders on statewide technology policy direction that will ensure progress toward the State's Vision 2020 and 2023 Strategic Plan.
- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the CDT with state, local, and federal governments and the vendor community, as it relates to IT.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the CDT effectively with the Administration, control agencies, Legislature, key customers, stakeholders and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi- disciplinary team members that do not report directly to the incumbent.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
- Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.
- Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices); in order to develop standards for product approvals.
- Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion.

EXAMINATION INFORMATION – STATEMENT OF QUALIFICATIONS
This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Candidates will be screened on the basis of their background and demonstrated management experience as detailed in the Statement of Qualifications. The Statement of Qualifications may be the only basis for determining your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or an examination may be rescheduled, at the discretion of the department.

FILING INSTRUCTIONS
- A Standard original State application (Form 678)
- A "Statement of Qualifications" **not to exceed two pages** and **no smaller than 11 point font.** This "Statement of Qualifications" is a narrative discussion of the candidate's education and experience that would qualify them for the State Chief Enterprise Architect, CEA B, Office of Enterprise Architecture position.

Each candidate's Statement of Qualifications **must clearly and concisely identify experience in the 3 categories exactly as they are listed below and must be in the following order:**

1. **Leadership and Management Experience**
   Please describe your experience managing the operations of a complex IT branch or section and your experience leading and directing an innovative, productive, and responsive IT service organization. Please also include your experience in working with executive level IT and non-IT stakeholders.
2. **Enterprise Architecture Experience**
   Please describe your Enterprise Architecture Experience, based on the description referenced earlier in this document, and identify the unique knowledge, skills and abilities that make you the best candidate for this position.
3. **Organizational Change Management Experience**
   Please describe your experience and the specific tactics or methods you have used related to organizational change management.

Candidates who do not follow the filing instructions will be disqualified from the examination.

(**Note:** A résumé does not serve as a Statement of Qualifications.)

The application and "Statement of Qualifications" are to be submitted to:

California Department of Technology
Human Resources Branch, JC #220630
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Tammy Ervin

Questions regarding this examination should be directed to: Tammy Ervin at (916) 431-4062 or e-mail
Tammy.Ervin@state.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (telephone) Service for the Deaf or Hearing impaired From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922