



## IT ARCHITECTURE

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### **General Summary**

Individuals in the IT Architecture role develop complex and high-level IT Architecture plans at the enterprise level that require the integration of multiple technologies and IT functional areas across the organization. Architects must be focused on enabling executive business and IT leaders to make investment decisions that balance and prioritize current operational demands, disruptions and opportunities with the longer-term strategic vision of the organization. IT Architects formulate and determine overall design, direction, definition, evaluation and integration of current and future technology standards and operational policies and systems. IT Architects also provide oversight and evaluation on large vendor installations, including ensuring quality of the implementation and that it met the requirements and standards of the contract in a holistic manner in the technology ecosystem.

### **IT Architect I**

**Jobcode: IADD30**

**Pay Band: IG**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

The IT Architect I is involved in all aspects of the project life cycle, from the initial kickoff through the requirements analysis, design, procurement, implementation, evaluation and maintenance. This level is distinguished by providing services to a medium-size agency or in support of an IT Architect II.

### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree in Computer Science, Management Information Systems (MIS), or Information Technology and eight (8) years of experience in two or more of the following areas: strategic planning, business analytics, applications development, networking, data management, IT Security (INFOSEC), or Systems Administration.

### ***Minimum Qualifications***

Bachelor's Degree in Computer Science, Management Information Systems (MIS), or Information Technology and six (6) years of experience in two or more of the following areas: strategic planning, business analytics, applications development, networking, data management, IT Security (INFOSEC), or Systems Administration. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities\****

1. Leads or assists in leading programs to develop, maintain and govern the IT architecture across the agency. Leads, consults or oversees multiple architectural engagements.
2. Leads and coordinates the domain technical and business discussions relative to future architecture direction. Participates in ecosystem strategy development including analysis, opportunity identification, and value cases.
3. Responsible for analysis, design, and development of roadmaps and implementation plans based upon a current vs. future state in a cohesive and comprehensive architecture viewpoint.
4. Supports, develops and communicates enterprise-wide policies, standards, guidelines and procedures.
5. Manage exceptions to architectural standards at an enterprise level.
6. Reviews and /or analyzes and develops architectural requirements at enterprise level. Aligns architectural requirements with IT strategy. Assesses near-term needs to establish business priorities.
7. Ensures compatibility with existing solutions, infrastructure, services and strategic requirements.

8. Identifies opportunities for reuse/repurpose. Contributes to the development of software and data delivery platforms with reusable/re-purposable components that can be orchestrated together into different methods for different business solutions.
9. Coordinates architecture implementation and modification activities. Assists in post-implementation continuous improvement efforts to enhance performance and provide increased functionality. Ensures the conceptual completeness of the technical solution. Works closely with project management to ensure alignment of plans with what is being delivered.
10. Analyzes the current architecture to identify weaknesses and develop opportunities for improvements. Identifies and when necessary proposes variances to the architecture to accommodate project needs. Performs ongoing architecture quality review activities relative to specific enterprise and/or projects they are involved in.
11. Provides strategic consultation to clients and IT teams. Advises on options, risks, costs versus benefits, system impacts and technology priorities. Works with business leaders to understand business requirements and help them understand how technology tradeoffs influence strategy. Consults on application or infrastructure development projects to fit systems or infrastructure to the technical architecture and identify and recommend when necessary to modify the technical/solution architecture to accommodate project needs.
12. Keeps technology and service/program managers aware of key issues, identifying and resolving potential problems and conflicts. Sells the architecture process, its outcome and ongoing results. Develops a communication plan for architecture.
13. Leads the research and evaluation of emerging technology, industry and market trends to assist in project development and/or operational support activities. Evaluates potential impact to enterprise or project architecture. Ensures recommendations are based on business relevance, appropriate timing and deployment.
14. Advises on the allocation of budget to meet architectural initiatives critical to business/mission success. Develops or provides input into the business case for approval. Makes determinations as to the asset or project's place in the agency's strategic plan.
15. Identifies organizational requirements for the resources, structures and cultural changes necessary to support initiatives.
16. Collaborates with project management on reporting project status, issues, risks and benefits. Meets with project management and IT management to ensure progress towards architectural alignment with project goals and requirements. Collaborates with internal and external teams to understand and evaluate the impact of changes/modifications impacting enterprise architecture.
17. Provides leadership, technology guidance and mentors others throughout the enterprise or project life cycle.
18. Leads review of vendor recommendations and proposals. Review vendor deliverables and other work products as they relate to technology, application and/or data architecture. Verify that vendors are appropriately addressing all architecture-related requirements.
19. Assist in identifying and procuring services of contractor architect experts.
20. Assists in agency security and compliance audits.

## **IT Architect II**

**Jobcode: IADD35**

**Pay Band: IH**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

This level is distinguished by providing services to the largest and most complex agencies. The IT Architect II also has increased contractor and vendor authority and conducts advanced financial and business analysis of projects.

***Recommended Education and Experience for Full Performance***

Bachelor's Degree in Computer Science, Management Information Systems (MIS), or Information Technology and ten (10) years of experience in two or more of the following areas: strategic planning, business analytics, applications development, networking, data management, IT Security (INFOSEC), or Systems Administration.

***Minimum Qualifications***

Bachelor's Degree in Computer Science, Management Information Systems (MIS), or Information Technology and eight (8) years of experience in two or more of the following areas: strategic planning, business analytics, applications development, networking, data management, IT Security (INFOSEC), or Systems Administration.

***Essential Duties and Responsibilities\****

1. Provides the highest level agency- or statewide expertise on enterprise IT architecture to optimize organization's services and business. Develops complex, multi-year plans that require the integration of multiple technologies and IT functional areas.
2. Performs all duties of the IT Architect I at an expert level.
3. Demonstrates financial and business expertise in conducting and reporting cost-benefit analysis, ROI, total cost recovery, reducing redundancies and costs, and optimizing existing resources and processes.
4. Independently identifies and procures services of contractor architect experts to support specific IT initiatives.
5. Performs vendor identification and approves deliverables and changes/modifications.
6. Coordinates with external/internal security and compliance auditors.

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**Bargaining Unit: Not Represented**

**Statutory Requirements:**

**Conditions of Employment:**

**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Established: 6/23/2016**

**Revised: 1-23-17 (Summary wording change)**

**Revised: 5-6-2020 (Minimum Qualification change IT Architect I)**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*