**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
July 2025**

Agency: The Department of Administrative Services

Division: Office of the State Chief Information Officer

☐ New ☒ Revised

This position is:
☐ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☒ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a.	Classification Title: Enterprise Technology Advisor 1	**b.**	Classification No:	7493
c.	Effective Date:	**d.**	Position No:	1900003
e.	Working Title: Principal Enterprise Architect	**f.**	Agency No:	10700
g.	Section Title: Enterprise Information Services	**h.**	Budget Auth No:	1309810
i.	Employee Name:	**j.**	Repr. Code:	MMN
k.	Work Location (City – County): Salem - Marion			
l.	Supervisor Name: Jimmy Godard			

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive ☐ Professional ☒ Administrative
o. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefitting all Oregonians.

Enterprise Information Services (EIS) is a state government-wide information technology (IT) program led by Oregon's Chief Information Officer (CIO). The CIO is a statutory position appointed by the Governor and works closely with the COO and state leadership on adoption of statewide IT policies, standards, and

governance. The OSCIO has independent statutory authority and is aligned with the DAS budget. The office is funded by assessment and rates charged for the services provided.

EIS provides centralized oversight for enterprise-wide IT resource management, planning, policy, program development, project delivery and the setting of statewide IT standards. EIS provides training, and direction to ensure IT integrity, security, and consistency across state agencies by working closely with elected officials, political subdivisions, state agencies and IT leadership. The EIS team is built on collaboration and support. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. EIS is committed to hiring highly skilled, diverse, and dedicated employees who will bring a unique skill set to the team. The Office is comprised of the following divisions: Data Governance and Transparency, Strategy and Design, Data Center Services, Cyber Security Services, and Project and Portfolio Management.

Strategy and Design invests in and leverages technology that transforms the way the state conducts business and the methods by which customers interact with state agencies. Strategy and Design empowers agencies with secure innovative solutions that improve business performance and deliver a satisfying customer experience.

A staff of skilled professionals stay up to date on the latest technology and advancements, maintain valuable vendor relationships and pursues necessary agreements for the state agencies use. These skilled professionals are also called upon by the Chief Information Officer to triage and correct critical IT incidents impacting the State of Oregon.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position is for a **Principal Enterprise Architect**, with a primary focus on **enterprise cloud architecture**. The role is responsible for leading and governing cloud-centric enterprise architecture strategies across the entire executive branch. This position classification exists solely within the Office of the State Chief Information Officer (CIO).

Principal Enterprise Architecture work centers on designing and advancing high-level architectural frameworks that leverage cloud technologies to align the State's IT landscape with strategic business goals. This role drives cloud adoption, optimizes hybrid environments, and ensures secure, scalable, and cost-effective technology solutions. Key areas of responsibility include:

- **Architecting and mapping the relationships** between cloud-based and on-premise systems, including business processes, applications, data, infrastructure, and user interfaces to enable digital transformation.

- **Identifying enterprise-wide cloud integration points and interdependencies** across agencies to foster standardization, reduce technical debt, and improve service delivery.

- **Evaluating cloud service models (IaaS, PaaS, SaaS)** and migration strategies, including cost optimization, performance improvement, and return on investment for cloud-based solutions.

A Principal/Senior Enterprise Architect (Gartner® /Mercer® Pre-eminent Professional- P6) is recognized both within and outside the organization as thought leader in area of expertise.

Primary Responsibilities typically include:

- Recommending operational strategies and plans with direct impact on results.
- Influencing business decisions made by leadership.
- Problems are complex and multi-dimensional.
- Requires communication with executive leadership on matters of strategic importance.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
90%	R	E	**Enterprise Architecture** • Provides overall direction, guidance, and definition of IT architecture to effectively support business strategy. • Champions enterprise cloud adoption by supporting all architectural disciplines and leading cloud-forward initiatives for the State. • Reviews existing business processes and establishes metrics to improve business processes, as well as support of all architectural disciplines under their direction. • Leads programs to develop, maintain, and govern the enterprise architecture across the organization. • Works on highly complex projects that require in-depth knowledge across multiple specialized architecture domains. • Leads the EA review board and ensures that the solutions are compliant with target-state architecture models. • Aligns architecture strategy with agency and enterprise goals. • Defines, explains, and advocates technology strategy. • Develops and communicates architectural policies, standards, guidelines, and procedures. • Promotes the EA process, outcomes, and results to the agencies, DAS, ASCIO, and senior leadership. • Leads and facilitates the creation of governing principles to guide EA decision making. • Leads the EA governance processes. • Manages exceptions to architectural standards at an enterprise level. • Reviews and/or analyzes and develops architectural requirements as needed for the State. • Ensures the conceptual completeness of the technical solutions. • Leads teams in developing technology and modernization plans. • Approves modification of the enterprise architecture to accommodate project needs. • Provides strategic consultation to business and IT

			leaders, ASCIO leadership, and Agency leadership.
			• Advises on options, risks, costs versus benefits, system impacts, and technology priorities.
			• Works with ASCIO and agency leadership to understand business requirements and help them understand how technology tradeoffs influence strategy.
			• Consults with project teams to fit projects to enterprise architecture, as well as to identify when it is necessary to modify the enterprise architecture.
			• Develops a communication plan for architecture at the enterprise level.
			• Directs the research and evaluation of emerging technology, industry, and market trends.
			• Ensures recommendations are based on business relevance, appropriate timing, and deployment.
			• Approves the selection and lifecycle management of enterprise tools, services, and solution components.
			• Collaborates with project management and IT leaders to ensure progress towards architectural alignment with project goals and requirements.
			• Collaborates closely with agency architecture staff
			• Works closely with ASCIO and agency leaders to achieve the goals of the Governor's technology plan and legislative direction
10%	R	NE	Program Support: Performs other duties as assigned by the section manager and/or the State Chief Technology Officer, e.g. completing status reports on time, special projects. Maintains professional expertise by attending training, seminars, and conferences.
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

EIS has a team-oriented environment. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and helping other team members, and sharing in the leadership of the team.

 Office environment with extensive use of office equipment including PCs. Work may include long periods of sitting and standing. Involves working with highly sensitive and/or politically sensitive agency information. Requires high level of professional integrity regarding agency customer information. Deadlines and department requirements may create stressful situation. This position requires the ability to work on multiple tasks simultaneously and within a short time frame, and interface with customers. Occasional overtime may be required to meet deadlines.

This position is suitable for remote work options or an office environment with extensive use of office equipment including personal computers. May involve working with highly sensitive and/or politically sensitive agency information. Requires high level of professional integrity regarding agency customer information. Deadlines and department requirements may create stressful situation. This position requires the ability to work on multiple tasks simultaneously and within short time frame, and interface with customers. There may be periodic travel to agency customers for meetings. Requires driver's license.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

This position advances the state's mission and goals to maximize value and benefit from technology investments pursuant to ORS 276A.206 and ORS 276A.230-236. Page 5 of 8 Oregon Revised Statutes;

Oregon Administrative Rules; state business priorities, goals and objectives; state information technology-related policies and procedures; Oregon's Enterprise Information Resources Management Strategy; Oregon's Statewide Architecture and Standards as they are developed; DAS Strategic Plan; EIS Strategic Framework and Program Plans; project and quality management principals; State Management Handbook; State Budget Development processes and instructions; Legislative Concept Development process and instructions; State and DAS Internal Operating Policies and procedures related to contracting/procurement, personnel, budgeting, security; and various performance metrics and evaluation practices.

b. How are these guidelines used?

They provide general guidance and policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application. Incumbent must make decisions concerning the appropriate application and interpretation of policies and procedures that regularly relate to highly sensitive confidential matters. Used to determine correct operational procedures necessary for efficient operation of statewide computer systems and work processes and procedures to ensure a consistent quality of services. Assures compliance with correct rules and procedures in performing daily work assignment.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

| State Chief Technology Officer | In person, by telephone, in writing, electronic (i.e. Teams, email) | Discuss IT related statutory, administrative rule, and policy direction; enterprise coordination and planning, legislative testimony preparation; enterprise concept/ policy development and implementation; and division and section program operations | Daily |

State CIO/Deputy State CIO	In person, by telephone, in writing, electronic (i.e. Teams, email)	Discuss IT related statutory, administrative rule, and policy direction; enterprise coordination and planning, legislative testimony preparation; enterprise concept/ policy development and implementation; and division and section program operations	Weekly
DAS executives and other designated staff	In person, by telephone, in writing, electronic (i.e. Teams, email)	Inter-departmental coordination and communication	As needed
Agency directors or managers	In person, by telephone, in writing, electronic (i.e. Teams, email)	Discuss Enterprise Data Management plans and projects	As needed
CIOs, project managers, and other IT-related staff	In person, by telephone, in writing, electronic (i.e. Teams, email)	Planning; consulting; enterprise project/ initiative development and implementation; agency DDM plans, projects and contracts; IT governance body support and presentations	As needed
Oregon local and regional governments; federal government agencies	In person, by telephone, in writing, electronic (i.e. Teams, email)	Communication and sharing; interoperability requirements; collaborative development	As needed
Vendors	In person, by telephone, in writing, electronic (i.e. Teams, email)	Available tools and strategies- market research	Periodically
Industry association;	In person, by telephone, in writing, electronic (i.e. Teams, email)	Outreach; industry/government trends, initiatives and "best practices"	As needed
Oregon's IT-related Communities of Interest	In person, by telephone, in writing, electronic (i.e. Teams, email)	Present status reports on key DDM strategies and projects; identify needs, goals and objectives of these various groups	As needed
Attorney General staff	In person, by telephone, in writing, electronic (i.e. Teams, email)	Discuss legal issues related to DDM	Periodically
Legislators and legislative staff	In person, by telephone, in writing, electronic (i.e. Teams, email)	Present status reports on key DDM strategies and projects; legislative presentations; enterprise strategy and plans; statutory obligations	As needed
Governor's Office	In person, by telephone, in writing, electronic (i.e. Teams, email)	Issue presentations, general inquiries	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position is unique because of the focus on state government-wide and cross-agency enterprise architecture, coordination, planning, policy and governance issues and involvement with multiple agencies in addition to a single agency or division.

The incumbent must provide leadership to Enterprise-wide management efforts by establishing solid relationships with key agency and leadership, and by building consensus on important interagency architectural decisions. This position must be able to lead teams and bring about consensus through convening groups that often have diverse and competing interest.

This position carries important responsibilities and authority for the development, recommendation, and implementation of statewide information resources and information technology - related strategies, plans, policies, issues and initiatives. This person must provide leadership to Enterprise efforts by establishing solid relationships with agency business and technical leaders and by reaching agreed upon decision on important interagency decisions.

The person in this position will identify and promote best practices with regard to Enterprise Architecture. This position assesses organization readiness and risk mitigation strategies, evaluates agency/contractor/staff performance related to enterprise architecture, and post-implementation reviews.

Each recommendation made requires decision-making based on an in-depth understanding of a host of interrelated criteria including, but not limited to: law and other legislative direction, rule, IT and business industry best practices, state government-wide business and EIR related objectives and plans. This position requires the depth of experience and knowledge to allow complex, high-value decisions to be made quickly and concisely. The state government-wide nature of this position's decision-making role carries with it profound implications for Oregon's state government-wide enterprise architecture and related initiatives and operations.

Decisions made by the incumbent will have a substantive effect on the degree of efficiency, effectiveness and economy of the state's information assets. Decisions are expected to lead to optimization of the organizational dynamic of state government and determine how state IT architecture is implemented. High-quality decision-making can produce great efficiency and/or cost savings. Failure to make appropriate decisions or failure to have decisions subsequently affirmed and implemented by appropriate senior management can result in legal liabilities and/or financial consequences.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
State CTO - Information Technology Administrator 2		Written / Videoconference, in person	Quarterly	Performance Evaluation
State CTO - Information Technology Administrator 2		Written / Videoconference, in person	Weekly	Regular check ins; Review and progress of work

SECTION 9. OVERSIGHT FUNCTIONS   THIS SECTION IS FOR <u>SUPERVISORY</u> POSITIONS ONLY

a. How many employees are directly supervised by this position?   N/A

How many employees are supervised through a subordinate supervisor?   _____

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards

- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Experience architecting cloud architecture workloads in at least one of the following cloud providers: AWS, Azure, Google.
- Experience with Microsoft 365 security (identity management, identity protection, endpoint protection, data loss prevention, information protection).
- Certification requirements or preferences (e.g., Azure Solutions Architect Expert, AWS Certified Solutions Architect – Professional)
- Experience with DevSecOps, CI/CD in cloud, and governance frameworks (e.g., NIST, CIS in cloud context)
- Excellent skills in communicating effectively with technical and business partners in writing and in oral expression including making presentations.
- Skilled to train less skilled staff in technologies, tools, utilities, and process used by senior level staff.
- Ability to write information systems documentation, including alerts, policies, procedures, and standards.
- Skill in establishing and maintaining effective working relationships with superiors, subordinates, peers and other agencies and the public.
- Skill in explaining complex technical issues to non-technical customers.
- The ability to summarize and simplify complex information and communicate it to different groups.
- Ability to work collaboratively with technical and business partners.
- The capability to be completely and comprehensively accountable for performance and results.
- Ability to practice critical thinking skills, including scientific methodology, analyzing technical methodologies, business practices and technical reports.

- Employee is required to possess and maintain a valid driver's license or provide an acceptable alternate mode of transportation.
- Curiosity, desire to learn new technologies.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		
N/A	N/A	N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

_____   _____
Appointing Authority Signature   Date