

**Application Architect**  
**IS Systems Development Services Consultant/Administrator**  
**Position # 018896**

**POSITION SUMMARY**

Under the general supervision of the Development and Quality Management Section Chief, the Application Architect serves as the agency's expert in the areas of technical application management and application architecture management. This position is a project and technical decision maker and first-level authority for creating new applications and managing existing applications. This position will ensure that all ETF applications are architected, developed, and maintained in compliance with ETF and industry standards. This position will be responsible and accountable for defining policies, guidelines, best practices, and procedures and determining what technical approaches to use and when. This position will meet project requirements, goals, and milestones with a high level of quality and timeliness, including both internal projects and those with external vendors.

In addition, the Application Architect is responsible for leading and training technical teams and partnering with the Office of Enterprise Initiatives (OEI), Data Management Bureau, ETF business areas, and external business partners and users. Within the Bureau of Information Technology Services (BITS), this position will work directly with staff including Database Administrators, the middleware team, and technical support staff in order to meet project goals.

ETF is a medium sized, non-shared services agency administering the Wisconsin Retirement System and related benefit programs to over 630,000 members receiving \$5.6 billion in retirement benefits and \$1.6 billion in health benefits annually. This position directly supports the agency strategic goal focused on building a talented and agile workforce necessary for achieving the department's mission to develop and deliver quality benefits and services to our members while safeguarding the integrity of the Trust. As an employee of ETF, the incumbent will support and create a diverse and inclusive work force.

**GOALS AND WORKER ACTIVITIES**

**40% GOAL A: Technical Application Management**

- A.1 Develop and oversee technical aspects of ETF's application development. Provide leadership and guidance on the creation, enhancement, implementation, and support of ETF's applications.
- A.2 Develop and maintain standard approaches to eliciting and documenting the business and technical requirements needed to define and build applications.
- A.3 Create and maintain standard application development approaches based on technical and business requirements, including the appropriate technical tools and frameworks.
- A.4 Incorporate information security policies, principles, and practices into application development requirements and implementation processes.
- A.5 Negotiate timelines, products, and other project concerns with management positions, including Division Administrators and Department Heads.
- A.6 Collaborate with the Agile Development & Solution Delivery Coordinator to ensure that solutions comply with Agile development, delivery, and maintenance standards.
- A.7 Define the overall approach and standards for implementing unit testing. Work with the Quality Assurance Lead to define test automation standards.

A.8 Create and implement procedures and best practices for application development.

**40% GOAL B: Application Architecture Management**

B.1 Function as the agency expert on application architecture and development activities, ensuring that the agency's best-of-breed application approach is implemented appropriately.

B.2 Develop agency policies, standards, and procedures for the implementation and management of enterprise application architectures.

B.3 Direct the design and implementation of software applications and ancillary services across agency software applications.

B.4 Provide technical oversight, review, and approval of application development work delivered by ETF development staff, vendors, and partners.

B.5 Provide expert code review for quality assurance and architectural integrity.

B.6 Provide expert level software development services, including architectural design and implementation.

B.7 Consult with other IS development staff or stakeholders on application architectures and software development technologies and their potential use across business units.

B.8 Plan and budget for technical work milestones and product deliveries.

**10% GOAL C: Tactical Planning and Documentation**

C.1 Research and prepare special reports or documents as requested.

C.2 Research and evaluate new tools and technologies.

C.3 Meet with BITS management and staff to evaluate progress on tasks, identify and resolve issues, and plan for future projects and initiatives.

C.4 Represent management on task forces and committees to respond to state and agency needs, interacting with staff in other agencies as required.

C.5 Maintain knowledge of state-of-the-art development processes and modern technologies using web resources, online training, books, internal documents, training sessions, peer contacts, communities of practice, and workshops.

C.6 Additional duties as assigned.

**10% GOAL D: Team Leadership**

D.1 Direct technical teams working on application development projects, both internally and in coordination with external vendors.

D.2 Coordinate teams working on two or more systems development projects **or** a single project with multiple aspects from inception to completion.

D.3 Evaluate the application development team's assignments and output, and recommend training, as needed, to increase staff effectiveness and productivity.

- D.4 Provide direction to new employees to application development standards, procedures, policies, practices, and major application areas.
- D.5 Train and mentor other developers in application development technologies and best practices.

(Rev. 6/2023)

**Knowledge, Skills, and Abilities**

1. Expert knowledge of application development, implementation, analysis, and design.
2. Ability to implement security practices for all phases of application development.
3. Expert knowledge of authentication and authorization approaches.
4. Expert knowledge of Single Page Application architecture, design, and implementation.
5. Expert knowledge of Java.
6. Ability to use JavaScript to develop Single Page Applications (ex. React, Angular, Vue).
7. Expert knowledge of SQL and relational database concepts.
8. Expert knowledge of microservices architectures.
9. Expert knowledge of API development using REST, JSON, and/or XML.
10. Expert knowledge of DevOps principles.
11. Ability to apply scrum/agile methodologies.
12. Ability to implement application test methodologies and procedures (ex. automated testing or test-driven development).
13. Knowledge of ETL and batch development practices and support.
14. Ability to manage and facilitate projects effectively (ex. allocating resources, evaluating projects, facilitating meetings, planning).
15. Ability to strategize, anticipate industry disruptions, and plan for future state.
16. Excellent verbal and written communication skills.
17. Excellent interpersonal skills to successfully elicit information from business and external users and facilitate meetings and discussions with users and technical teams.
18. Ability to develop application architectures, solution architectures, and/or technical roadmaps.
19. Ability to lead and/or train technical teams.
20. Ability to create and implement procedures and best practices for application development.
21. Ability to establish and maintain effective working relationships across functions and layers of the organization.
22. Ability to develop and maintain a work climate that encourages cooperation and teamwork.
23. Effective time management, organization, and prioritization skills.
24. Ability to make sound, independent decisions and to execute such decisions effectively.

**Position #-----**

**Page 4 of 4**

25. Ability to understand and comply with all ETF and enterprise security standards, policies, and processes.
26. Ability to maintain confidential information in accordance with policies, guidelines, and direction from manager.