

# JOB DESCRIPTION

Reference Job #IS-20

Ministry: Transportation and Highways  
Branch: Information Technology, MVB  
Location: Victoria

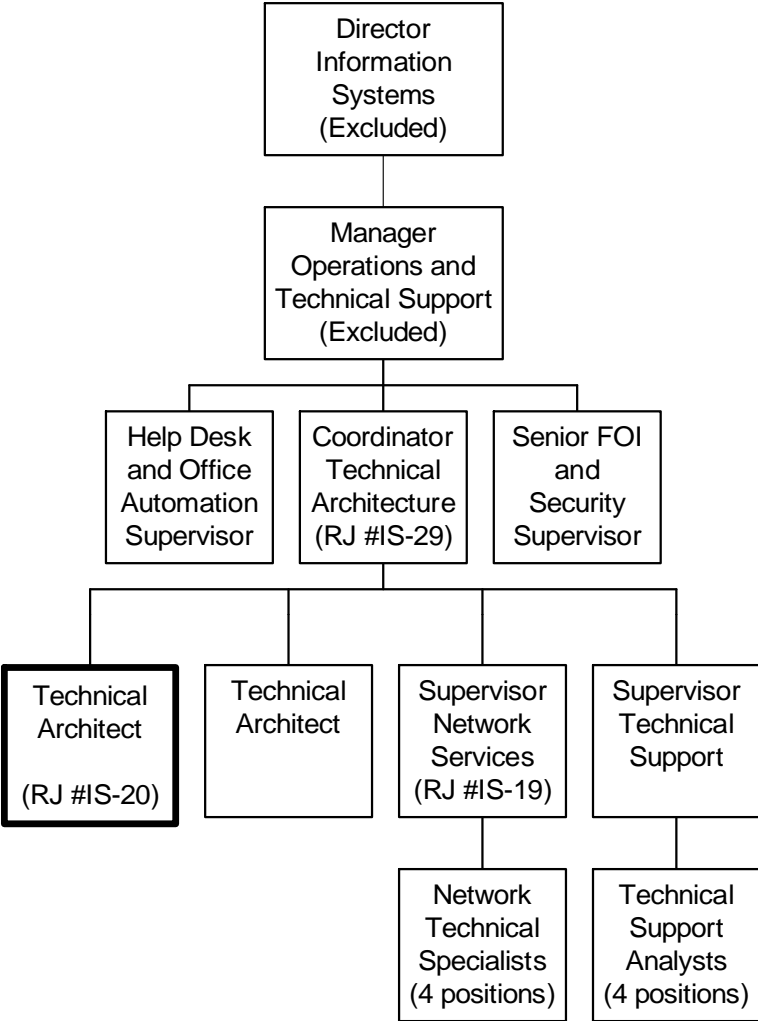
Working Title: **Technical Architect**  
Level: Range 27  
Classification: Information Systems

## PRIMARY FUNCTION

To provide planning and development support to the Motor Vehicle Branch (MVB) technical architecture and advice in operation of data communications, client server and personal computer technologies such as Point-of-Service hardware and operating systems used for the Driver's Service Centre System located at headquarters and numerous remote sites across the province.

## JOB DUTIES AND TASKS

1. Provides planning and development support in the management of MVB hardware, software and network technologies in support of ICBC and private insurance agencies
  - a. develops, recommends, implements and monitors MVB mainframe and client server technical architecture policies, procedures, and standards
  - b. provides information, alternatives, and solutions for risk assessment and cost benefit analysis of existing and future technical architecture
  - c. evaluates new hardware technologies, communications and data processing methods and provides recommendations for new Branch standard products list
  - d. researches and recommends the most appropriate hardware, software and/or network solution to address branch business requirements
  - e. deals with a wide variety of platforms, OS, networks, hardware and software
  - f. participates in the migration to non-proprietary and open systems by examining cost effectiveness, hardware upgradability, communications and application portability and scalability
  - g. evaluates and designs MVB requirements for network and data cabling plant documentation
  - h. plans and leads projects such as server upgrades, performance tuning and workstation configurations
  - i. determines costs and benefits of assigned technical projects
  - j. designs and recommends multi-level desktop hardware standards
  - k. plans and recommends implementation of enhancements to Local Area Network (LAN) technology and standards
2. Provides advice for the ongoing operation of MVB data communications, client server and personal computer hardware and software affecting all licensed drivers in the province
  - a. recommends procedural requirements for daily operations, data backup/recovery and inventory control
  - b. provides technical architecture advice to the Network/Technical Support Supervisors and staff
  - c. liaises with business users, management and staff to determine and resolve systems programming, network and communications architecture problems escalated by information systems staff
  - d. determines and corrects LAN server failures
  - e. identifies and recommends solutions to potential problems with the technical architecture
  - f. answers inquiries from users and other information systems staff about escalated technical help desk calls and service requests
3. Perform other related duties
  - a. represents the Branch at various internal and external committees, special interest and user groups to discuss and exchange information
  - b. assigns, monitors and examines work of project staff (3-5 FTEs)



## REASON FOR CLASSIFICATION

Reference Job #IS-20

Job Title: Technical Architect

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of computer science to plan, research and review existing and future network, software and hardware requirements of Motor Vehicle Branch's multiple platform technical architecture, provide product evaluation, risk assessment and cost benefit analysis, plan solutions to hardware, software and network problems escalated by systems staff and recommend and coordinate server upgrades, performance tuning and workstation configuration changes.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to evaluate effectiveness and develop proposals for improvements to Motor Vehicle Branch technical architecture policy, procedures and standards; analyze and resolve hardware, software and network problems escalated by systems staff; evaluate new products and provide risk assessment and cost benefit analysis of existing and future Branch technical architecture; plan and lead projects to install and upgrade technical architecture.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic negotiation skills to gain client acceptance on appropriate technical architecture.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to keyboard with some requirement for speed.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry policies, technical standards and guidelines, plan solutions to and resolve hardware, software or network problems escalated by systems staff; evaluate new products, coordinate and propose improvements to branch technical architecture and make recommendations on server upgrades, performance tuning and workstation configuration changes.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Significant financial responsibility to perform cost benefit analysis for input to purchasing decisions for new hardware technologies, communications and data processing methods.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to develop and recommend policy, procedures and standards for the design, operation and security of network hardware and software.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review work of project staff (3-5 FTEs).	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to occasionally drive to work sties.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently view computer screen and documented material to resolve LAN server failures, systems programming and network problems.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally lift and carry moderate weight computer equipment.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular overnight travel.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding while preparing policy documents and resolving communications problems.	B	4

**Total Points: 872**

**Level: Range 27**