Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	*CAAL-Skills Technical Lead*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	283-401-1414-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
CAAL-Skills Project Team	(currently open)
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy, Research and Legislation Branch	Information Technology Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	8/24/2020

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☐ May be Required to Work in Multiple Locations   ☐ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☒ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Travel outside the greater Sacramento Area is not anticipated

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

As a California Workforce Development Board (CWDB) employee and Technical Lead for the Cross System Analytics and Assessment for Learning and Skills Attainment (CAAL-Skills) systems and technology, the incumbent reports to the Information Technology Program Manager, leads the Technical and Data Architects (both currently filled by consultants) and works closely with technical analysts, researchers and other technical staff from the California Workforce Development Board (CWDB), partner organizations and stakeholders. The incumbent works closely with the technical analysts to ensure the current and future needs of the business are satisfied through the established of current and planned technology. The incumbent works closely with researchers to ensure their current and anticipated data needs are satisfied and to prove data aggregation processes and results are accurate and are clearly communicated in business terms. The incumbent works with technical other technical resources within the CWDB, partner and stakeholder organizations to ensure clarity in technical communication and to ensure data files exchanged are accurate, complete and timely. The incumbent works with technical analysts, researchers and other technical staff to ensure technical communication is clear, unambiguous, and is communicated at the level of understanding of the information recipient.

The incumbent is responsible for all aspects of the CAAL-Skills environment and associated technology, including but not limited to hardware, software, network and data infrastructure. Key responsibilities include:

1. Technical Lead
2. Data Management & Software Engineering
3. System Engineering & Technology Management
4. System Monitoring, Maintenance and Management

Primary Information Technology Domains

- Software Engineering
- System Engineering

Percentage of Duties	Essential Functions
30%	Technical Lead 1. Ensures best practices in technology management are utilized for CAAL-Skills hardware, software, network and related technology components. 2. Advises the IT Manager I on the formation of IT practices, standards and governance. 3. Consults with and advises the IT Manager I on the planning, development, implementation, and coordination of IT considerations, risks and issues. 4. Leads, plans, organizes and oversees the day-to-day activities of the CAAL-Skills data and technical architects (which currently includes two consultant staff). 5. Communicates with and actively maintains an exceptional working relationship with technology leaders and staff from workforce system and other partner organizations. 6. Uses initiative and resourcefulness to align the CAAL-Skills technical environment with business needs. 7. Serves as the senior technical expert and project lead on IT projects involving data, database architecture, database design, system configuration, and technology implementation. 8. Provides leadership and direction for the exchange and integration of workforce system data with external partner and partner systems. 9. Provides leadership in defining and controlling the access to information and resources.

30%	Data Management and Software Engineering
	
	1. Import, cleanse, standardize and prepare (for analysis) data that has been received from data sharing partner organizations so it can be:
	    a. Incorporated into the Workforce Metrics Dashboard;
	    b. Incorporated into a public-facing web page;
	    c. Shared with partners according to data sharing agreements; and,
	    d. Analyzed - to identify workforce development, training and related program effectiveness based on outcomes (e.g., wages, certificates, program completion), participant characteristics (e.g., race, ethnicity, gender, barriers to employment), geography (e.g., zip code, city, regional planning unit) and other participant, provider, and program characteristics.
	2. Evaluate and update the data architecture, including conceptual and logical models for data staging, the operational data store, data warehouse, data marts, and ETL processes.
	3. Manage data processing functions, such as define, extract, transform, load, sync, and archive data.

	4. Establish, maintain, adhere to, and enforce data modeling and data integration standards, database architectures, coding standards, best practices, quality assurance practices and procedures. 5. Perform a variety of in-depth data analysis, data modeling, and data administration tasks on datasets with potentially complex data integration scenarios. 6. Establish methods by which data is collected, stored, arranged, integrated, and utilized.
20%	**System Engineering & Technology Management** 1. Manage the technology associated with the CAAL-Skills operational data store, data warehouse, related systems and associated technology. 2. Ensure the interoperability of CAAL-Skills systems by designing and testing interfaces to confirm the data is accurately extracted, transformed, loaded, moved, and processed according to documented business rules. 3. Provide senior technical expertise in planning for and leading the architecture, design, implementation, maintenance, monitoring, and administration of the CAAL-Skills technical infrastructure. 4. Design, implement, and maintain the system architecture across multiple platforms to best align the CAAL-Skills technology with the department's business practices. 5. Work with analysts to identify, create, and enhance reports, reporting capabilities, dashboards, and scorecards and can meet departmental needs. 6. Ensure that information and data security are interwoven into every aspects of the CAAL-Skills technology. 7. Plan, design, and implement capacity and resource expansion to ensure CAAL-Skills systems are scalable. 8. To ensure effective system availability, data protection, and the integrity of data assets, plan for and implement system redundancy, back-up processes, disaster recovery, and data archiving. 9. Maintain and support the CAAL-Skills solution and associated technology [e.g., including but not limited to the operational data store, stored procedures, data warehouse, ETL (Extract, Transform, Load), related software and code, data mining tools, and metadata management tools]. 10. Perform configuration and release management for system components. 11. Ensure that system and technology documentation are current and accurate – including but not limited to data exchange specifications, process maps, glossaries, data dictionary, conceptual and technical design documentation, key performance indicators, system test plans & test results, and implementation plans. 12. Update and enhance the CAAL-Skills information system tactical plan in accordance with the business objectives of the CAAL-Skills program and agreed-upon Operating Committee directives. 13. Update, test and verify the CAAL-Skills Technology Recovery Plan.
15%	**System Monitoring, Maintenance and Management** 1. Lead the implementation of hardware and software updates and upgrades. 2. Perform maintenance and administration of all hardware, software, databases, systems, and associated technology. 3. Ensure the stable performance and operations of the technical environment. 4. Define and ensures power, space, and environmental conditions are monitored to ensure stable technical operations. 5. Monitor, troubleshoot, and mitigate risks associated with the technology to minimize the probability that risks will become issues. 6. Design and implement system improvements and operational efficiencies.

7. Research, procure, install, and upgrade components of the CAAL-Skills system; provide routine automation; maintain security policies; troubleshoot; maintain, configure, and ensure the reliable operation of CAAL-Skills technology
8. Prepare technical documentation related to the operations and maintenance of system and infrastructure components.
9. Track and conduct root cause analysis of technology and technology-related issues until issues are fully resolved.
10. Monitor, diagnose and resolve system processing and performance related issues.
11. Perform IT asset analysis to evaluate and plan for future departmental needs.
12. Procure technology and services to support the technical environment and associated program activities.

Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☐ Required to assist customers on the phone   ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Civil Service Classification
Information Technology Specialist II

Position Number
283-401-1414-976

Personnel Management Group (PMG) Approval		
☐ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	KT	9/10/2020
Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*		
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.		
List any Reasonable Accommodations made:		
Click here to enter text.		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file