

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 632 - 1414 - 905
DIVISION/UNIT Pension Solution	CLASS TITLE Information Technology Specialist II
INCUMBENT NAME Vacant	WORKING TITLE Data Validation Technical Lead

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under general direction of the Pension Solution Data Manager, the incumbent will perform a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. The incumbent works independently as the Data validation technical expert, demonstrating a depth of expertise on data conversion quality assurance activities. The incumbent will also collaborate with other project teams on the resolution of data conversion issues.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	ESSENTIAL FUNCTIONS Lead the Data Validation team on the data validation activities required for the new pension administration system. Work closely with team members to analyze, validate and reconcile converted data, and to develop solutions to ensure consistency and architectural integrity. Mentor and coach developers and test analysts through all system development lifecycle (SDLC) phases. Lead technical activities during build, ensuring SDLC design review, code QAs, and unit tests are completed. May serve on data quality and conversion teams and committees to assure the primary focus of activities is on cleansing and conversion of CalSTRS data from the current legacy system START to the new Pension Administration Software system.
30%	As a technical expert, provide consultative services to projects and leadership related to the most critical data issues, current system design, data, and functionality. Works collaboratively with the Pension Solution Contractor and Technology Services architects, developers, database administrators, testers, and service management teams to ensure data preparation and system data quality goals and objectives at met. May prepare and present data issues to committees or business IT governance councils to bridge processes of both business and technology.
15%	Perform analysis on new requests to clean system data to determine data quality impacts on current schedule and resources as well as efforts already underway or planned; assists developers and business analysts with elicitation of business requirements; develop or modifies architectural documents as well as functional and technical specifications, test scripts, test execution checklists, release documents and implementation checklists.
15%	Provides assessment and estimation of proposed data changes or cleansing efforts. Assist developers to adjust estimates and validates work breakdowns and sequence of events for data changes and related system enhancements and modifications
5%	MARGINAL FUNCTIONS Interact with vendor partners including Pension Solution Contract Staff as required. Prepares weekly status reports and metrics for management. Reviews competitive procurement documentation. Provides consultation to senior management on sensitive technical and data matters as needed.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies.

- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Planning and Organizing
- Professional and Personal Development
- Technical/Professional Knowledge and Skills
- Thoroughness

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED