

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	<i>Business Intelligence Developer</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	283-401-1414-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Data Management and Administration	Munny Chitneni
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy, Research and Legislation	Information Technology Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
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, but possible.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Information Technology (IT) Manager I, the Information Technology Specialist II (ITS II) acts as a Senior level Business Intelligence (BI) Developer for the Cross System Analytics and Assessment for Learning and Skills Attainment (CAAL-Skills) systems and technology for the California Workforce Development Board (CWDB). The incumbent leads the database BI development on the Amazon Web Services (AWS) Cloud environment, and works closely with business analysts, data analysts, web developers, researchers and other technical staff from the CWDB, partner organizations and stakeholders.</p> <p>The ITS II is fully responsible for all aspects of data analysis, database design, coding, testing and implementing the database processes on the AWS Cloud including but not necessarily limited to gathering data requirements and creating data specifications for extraction, transformation and loading of the data throughout the Software Development Life Cycle. The incumbent works on technological solutions that are essential for all the database applications in the Data Management and Administration (DMA).</p>	

The incumbent employs initiative and resourcefulness in researching and developing interactive dashboards using Tableau software, importing of data using SQL Server Integration Services (SSIS), developing static and dynamic reports using SQL Server Reporting Services (SSRS), deploying the code to the Cloud infrastructure, and is well-versed with Continuous Integration and Continuous Deployment.

The incumbent works closely with other CWDB business and technical staff to develop a user friendly interactive reporting modules, and analytical query system that will help the CWDB internal staff, CWDB partners, potential customers and internal/external applications to access the workforce development and training, and related services information. The ITS II is responsible for implementing and maintaining the CWDB Salesforce Instance for grant management programs and also ensures high performance, availability, and accessibility of the database and BI applications on the AWS Cloud.

Percentage of Duties	Essential Functions
40%	<p><u>Business Intelligence Developer</u></p> <ul style="list-style-type: none"> • Serves as a senior BI developer, responsible for design and development of CAAL-Skills databases on the AWS Cloud, the CWDB Salesforce Instance and other custom DMAB databases and BI applications, using Microsoft development tool sets and technologies which includes, Visual Studio IDE, T-SQL, SQL Server Management Studio, SSIS, SSRS, Tableau Interactive reporting and Geo features (Maps). • Drafts functional and non-functional requirements to design, develop, and test unit, system, regression and performance to deploy the maintenance of CAAL-Skills and other DMAB databases and BI applications on AWS Cloud to meet the functional and technical requirements and to ensure the data integrity. • Provides leadership in defining and controlling access to the database environment for implementing and maintaining security controls. Provides leadership to implement the database level and/or column level of the SQL data encryption techniques to secure data on the AWS Cloud • Provides pre- and post-implementation planning and support to ensure changes made to the databases and BI applications are implemented in a controlled and coordinated manner. • Advises the IT Manager I regarding latest technologies, database development, accessibility standards, and data governance to develop and improve the CAAL-Skills database environment. • Communicates effectively and maintains an exceptional working relationship with the CWDB technical and business staff, technology leaders, and program managers from the CWDB, and other partner organizations to ensure the business requirements for the DMA database applications are met timely.
30%	<p><u>Database Engineering & Technology Management</u></p> <ul style="list-style-type: none"> • Collaborates with the CWDB technical and business analysts, researchers and other staff to ensure technical communication is clear to ensure continuous BI development and database operations. • Manages the technology associated with the CAAL-Skills and other DMA database applications, related systems and associated technology to ensure seamless system operations in the test and production environment. • Ensures the interoperability of CAAL-Skills database systems with BI applications to confirm the data is accurately extracted, transformed, and loaded according to documented business rules.

25%	<ul style="list-style-type: none"> • Collaborates with the CWDB and partners in order to translate business needs into effective tools within Salesforce. • Designs, implements, and maintains the database system architecture across multiple applications to align the CAAL-Skills and DMA databases, and BI technology with the department's business standards and practices. • Ensures effective database environment availability, data protection, and the integrity of data assets. Plans for and implements system redundancy, back-up processes, and disaster recovery of databases using AWS Cloud tools and services. • Plans and ensures data security, integrity of data assets, system redundancy, back-up processes, and disaster recovery of databases on AWS Cloud using the AWS tools and technologies to ensure the high availability of the database environment. <p><u>Database Monitoring, Maintenance and Management</u></p> <ul style="list-style-type: none"> • Monitors and debugs the CAAL-Skills and other DMA databases and BI applications using AWS Cloud watch and Google Analytics for operational data to discover insights and keep the databases running smoothly by resolving database uptime and performance related issues. • Plans, designs, and implements capacity and resource expansion to ensure CAAL-Skills other DMA databases for scalability using Cloud watch metrics. • Plans and implements CAAL-Skills database improvements and operational efficiencies by applying necessary software upgrades and features.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
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: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist
Other: <i>Click here to enter text.</i>	
Type of Environment:	
<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers:	
<input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION EXERCISED:	
<i>(List total per each classification of staff)</i>	
None	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	

Civil Service Classification
Information Technology Specialist II

Position Number
283-401-1414-002

Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	hcc	10/22/2021
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>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.</i> List any Reasonable Accommodations made:		

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