

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE	CLASS TITLE: Information Technology Specialist II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Information Technology/Security, Data and Geospatial/Data & GIS	POSITION NUMBER: 164-1414-003 11672	CBID: R01
TENURE: Permanent	TIMEBASE: Full-Time	WORK WEEK GROUP: E
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): A	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>1. SUPERVISION RECEIVED: The Information Technology Specialist II, Data Engineer, is under the general direction of the Data & GIS Division Manager, Information Technology Manager I.</p>		
<p>2. SUPERVISION EXERCISED: N/A</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks include sitting for extended periods at a computer workstation with artificial light and temperature control in an office setting. The incumbent will work a minimum of 40 hours per week, with the possibility of overtime in an emergency. The ability to use a personal computer and telephone is essential, as most of the work utilizes these tools. Travel in automobile, commercial aircraft, and public transportation. Must be able to lift computer equipment and related items that weigh up to 50 pounds.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Direct contact with Cal OES executive staff, department managers and supervisors, employees of Cal OES, other state agencies, and the federal government to provide technical information to solve information technology problems, discuss operational or business needs and systems requirements. This position may liaison with outside contractors and vendors providing goods or services to Cal OES. Direct contact with the Department of Technology to report on the regular status and IT reporting requirements.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Cal OES is responsible for disaster response, planning, preparedness, and training. This position holds a high-level responsibility for the security and integrity of publicly displayed information. Failure to effectively perform the position's duties could result in loss of critical information for the mission and the organization.</p>		
<p>6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular obligations may temporarily cease:</p> <p>May be required to work in the State Operations Center (SOC), Region Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to assist in emergency response and recovery activities. All staff must complete operational-related training and participate in one of three Readiness Teams that rotate activation availability every month if not assigned to an Operational Branch (e.g., Fire/Law/Region). They may be required to participate in emergency drills, training, and exercises.</p> <p>Staff must work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods and on short notice.</p>		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
 While fulfilling an operational assignment, it is essential to understand that you fill a specific "position" and that position reports to a particular Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On-Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby, or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the general direction of the Information Technology (IT) Manager I, the IT Specialist II serves as the Data Engineer, possessing expert-level knowledge and hands-on expertise of data management, which includes developing and applying methods to identify, collect, process, and analyze large volumes of data to build and enhance products and processes for the Cal OES data ecosystem. The incumbent will provide leadership, resourcefulness, and initiative to align data resources effectively with the strategic business needs, planning in coordination with senior management and high-performing staff. As a strategic thinker, the IT Specialist II identifies key trends and emerging data techniques and provides advisement on complex projects to senior leaders and executive management where recommendations have a significant impact on the effective use of data for actionable insights. The incumbent should have a natural passion for structure and efficiency and possess knowledge and hands-on experience with various data elements.

Percent of Time	ESSENTIAL FUNCTIONS
35%	(E) PLANNING and DESIGNING <ul style="list-style-type: none"> • Design, deliver and implement data engineering solutions that transform and transport data into highly usable formats for optimized downstream impacts for engineering projects. • Led cross-functional engagements to define problem statements, map business logic, evaluate database designs, and present actionable recommendations to management. • Establish relationships with external stakeholders to design dataset procedures and automated workflows that support the mission of Cal OES. • Design and develop data-gathering routines and workflows that supplement ETL functions with cloud-based infrastructures. • Design and build self-service data visualization tools and capabilities framework for internal programs.
35%	(E) OPTIMIZATION, INTEGRATION, and MAINTAINANCE <ul style="list-style-type: none"> • Recommend, schedule, and perform software improvements and upgrades for data tools and services. • Collect, build, cleanse, assemble, and refine datasets to support various data analytics needs put forward by business and technical stakeholders. • Tune table schema (i.e., partitions, compression, distribution) to minimize cost and maximize performance. • Monitor all queries that run against data infrastructure to gather statistics and provide reports • Conducts workflow tests regularly to ensure high quality of data. • Documents and maintains all business logic and ensures data models function reliably in the production environment. • Support the Department's commitment to risk management and protecting the confidentiality, integrity, and availability of systems and data.
25%	(E) TRAINING AND TECHNICAL SUPPORT <ul style="list-style-type: none"> • Design and manage workforce training program to drive understanding and adherence to principles of data quality management, including metadata, lineage, and business definitions. • Explains technical concepts and issues clearly to technical and non-technical personnel. • Participate and supports respective communities of practice. • Performs complex troubleshooting and technical assistance related to data. • Maintains expertise in advanced software and hardware solutions.

Percent of Time	MARGINAL FUNCTIONS
5%	(M) Other related duties as assigned. Will participate in training exercises and emergency response activities of State, regional and local Emergency Operations Centers; and perform other essential duties to support Cal OES IT programs. Travel throughout the State could be required during disaster events in California.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the State and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title