EDD Employment
Development
Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
Information Technology Specialist I	BI Data Conversion Specialist
Name of Incumbent	Position Number
	280-343-1402-087
Section/Unit	Supervisor's Name
Data and Information Architecture Section / BI Data Warehousing Group	
Division	Supervisor's Classification
Technology Governance	Information Technology Manager I
Branch	Duties Based on:
Information Technology	☒ Full Time ☐ Part Time - Fraction
	Revision Date
	4/6/2022

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.)*

Occasional travel may be required for offsite meetings or training.

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management   ☐ IT Project Management   ☐ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☐ System Engineering

Under the direction of the Information Technology (IT) Manager I, the IT Specialist I performs majority of their duties in the Software Engineering domain. The IT Specialist I serves as a technical specialist and/or lead to lower-level staff in the design, development, test, implementation and maintenance of the Business Intelligence (BI) Data Warehouse at EDD. The incumbent is responsible for maintaining and managing the data infrastructure that supports all BI tools/applications and self-service activities. This means creating a "data refinery" that collects, integrates, and manages data assets that data analysts can query. In addition, the incumbent is responsible for securing sensitive data; monitoring the flow of data through the systems; ensuring data freshness; coordinating the response to exceptional conditions, such as errors in incoming datasets; and oversee top-level configuration management of outward-facing system components (defining users, organizations, categories, etc.).

Over time, the incumbent will progress through the ranges of the IT Specialist I class, and the work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform all duties with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform all tasks independently, and assist newer staff in the process as needed.

The incumbent represents the interest of EDD's program customers, department goals, and IT Branch directives in developing new BI capabilities which lead to cost savings, improved analytical decision making and faster response times for external and internal information requests. The incumbent contributes toward the growth of the IT Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
40%	Develops and implements Extract, Transfer, and Load (ETL) jobs for data conversion ensuring that: data is converted into an appropriate format that fits the destination database, data is transferred correctly, data works in the new destination database, data retains its quality, and data consistency is maintained at all times across all systems using that particular data. Ensures business engagement and quality of data conversion. Ensures that proper data profiling and data cleansing procedures are in place so that the original data is of high quality. Identifies and develops data cleansing programs based on data fallout from mock conversion runs and data quality business rules. Executes data cleansing programs in production and staging environments as appropriate. Following data conversion, ensures that the duplicate master data is eliminated, reducing the risk of incorrect transactions and unreliable reports.
30%	Serves as specialist and/or lead to lower-level staff in the design, development, test, implementation, and maintenance of the BI Data Warehouse at EDD. Responsible for the automated consolidation of data from multiple environments into an EDD centralized data warehouse and support of the data infrastructure. Maintains and manages the data infrastructure that supports all BI tools/applications and self-service activities.
	Leads in the coordination with IT partners in collecting large data sets of structured and unstructured data from multiple sources to transform it into a usable format. Maintains knowledge of customers' business processes, data, and transactional applications. Participates in complex development efforts and analyzes application documentation to understand data relationships and map source data to BI data warehouse targets.
	Validates data integration results and automates data refreshes by scheduling jobs. Documents integration and report specifications. Performs complex enterprise data analysis to recommend data quality improvements to source online transactional processing systems.
15%	Works collaboratively with business and IT partners for securing sensitive data; monitoring the flow of data through the systems; ensuring data freshness; coordinating the response to exceptional conditions, such as errors in incoming datasets; and oversee top-level configuration management of outward-facing system components (defining users, organizations, categories, etc.). Participates and collaborates in data architecture, data governance, data infrastructure, and data innovation efforts.
10%	Works collaboratively with the IT Branch management and staff, briefs and advises the manager, exercises a high degree of initiative, independence of action and originality, and demonstrates tact and good judgment. S/he must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must be able to adapt easily to changing priorities and maintain consistent, predictable attendance in the performance of these specific functions.

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

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing:	Infrequent (7-12%)	Sitting:	Constant (76-100%)
Walking:	Infrequent (7-12%)	Temperature:	Temperature Controlled Office Environment
Lighting:	Artifical Lighting	Pushing/Pulling:	1-25% of the time
Lifting:	1-25% of the time	Bending/Stooping:	1-25%
Other:	N/A		

Type of Environment: a. High Rise   b. Cubicle   c. Select   d. Select

Interaction with Public: a. N/A   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

The IT Specialist I serves as a lead and mentor, but does not have supervisory responsibilities.

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 (Print)

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 (Print)

Supervisor's Signature   Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst initials	Date approved
dmg	5/17/2022

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:

**   AFTER SIGNATURES ARE OBTAINED:
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**