DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of
State Hospitals
DSH

Box reserved for Personnel Section			
	RPA #	**C&P Analyst Approval**	**Date**

Employee Name	**Division** Technology Services Division
Position No / Agency-Unit-Class-Serial 461-130-1415-002	**Unit** Data Governance and De-identification Compliance
Class Title Information Technology Specialist III (Working Title: Data Engineer)	**Location**

Subject to Conflict of Interest ☒Yes ☐No	**CBID M01**	**Work Week Group: E**	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under the direction of the Chief Technology Officer (IT Manager II), the IT Specialist III serves as the lead chief data engineer developing, testing, deploying, and maintaining cutting edge advanced DWBI, Data Pipeline, Data Warehouse, Data Lake, Machine Learning (ML) and Data Science solutions in direct support of the Research, Evaluation and Data Insights (REDI) Program both on-prem and in the cloud. Demonstrating the highest level of technical competence as the primary systems engineer over highly complex data analytics, business intelligence, data science and machine learning systems in support of the REDI program, The IT Specialist III engineers the most complex aspects of cutting-edge data pipeline, DWBI, data analysis, ETL (Extract Transform Load), prediction, dashboarding and report development for the REDI program.

% 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; percentage must total 100%. (Use additional sheet if necessary).**
20%	Performs primary data engineering work, designing, and implementing highly complex data analytics, business intelligence, data science and machine learning systems in support of the REDI Program. Leads all aspects of data pipeline, data transformation/preparation development, data engineering, dashboarding and report development supporting REDI program goals. Uses expert-level knowledge of DWBI systems engineering, code, and patterns to build measures and KPI's using DAX, MDX, highly complex T-SQL, stored procedures, functions, views, Tableau and Power BI dashboards, relational database, and data warehousing/data lake solutions.
20%	Architects, documents, builds, tests, and deploys the most complex, modern drill-down style reports, dashboards, machine learning algorithms and predictive models. Builds complex scripts and algorithms to transport and de-normalize source data from its application-based format (OLTP) into a data warehouse architecture (OLAP) drawing on expert knowledge of integration tools both on-prem and in the cloud to write complex ETL solutions to stage, transform and load data from various enterprise data sources. Builds systems that can pivot, summarize, suggest correlations, and pursue innovative ways to boost operational performance and assist executive, clinical and business staff in analytics across the organization. Completes thorough and complete validation

	of source data from ingestion, de-normalization to the product of dashboards and usable metrics for non-technical staff and stakeholders.
15%	Orchestrates large volumes of DSH category data to be available for data analytics and science consumption. Optimizes data pipelines of orchestration with automatic validations of data to DS destination. Develops highly complex micro and macro automations, scripts, policies, configurations, code, and custom tooling that will interact with various database, API, and data pipelines required for analytics and clinical decision making. Ensures reliable uptime, security, redundancy, level of service and overall maintenance of reports, dashboards, algorithms, predictions, and wider DWBI systems.
15%	Designs and automate repeatable data staging processes to enable fast data analytics and science environment creation. Scripts setup and configure different data analytics and science environments based on type of data hypothesis.
10%	Collaborates with technology and business teams to productionize data analytics and science outputs through automated processes and deployments.
10%	Creates data analytics and science environment shelving system to allow automated environment management to pause and defer, expand, and scale, share, and integrate when needed in collaboration with data analytics and science teams across DSH. Continuously evaluates data engineered pipelines to manage run costs in delivering the right fit data for enterprise data analytics and science consumption.
5%	Expedites data acquisition process when analytics teams need new data sources to be added to the data analytics and science environments. Collaborates with analytics and science teams to acquire, configure, deploy, and maintain toolsets that enable automated predictive analytics capabilities.
5%	Other Information Technology Specialist III job-related work as assigned by management.
Working Conditions	Up to 75% of the essential functions of this position may be performed via telework and/or with flexible scheduling. Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or may travel throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities.

Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. Additionally, the TSD team will have access to and responsibility for the protection of very sensitive and confidential information and protected health information. The TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems. Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. A required function of this position is to consistently provide exceptional customer service to internal and external customers. **Statement of Economic Interests / Form 700 Requirements:** The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:
Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

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_____   _____
Employee's Signature   Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____   _____
Supervisor's Signature   Date