

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Technology Services Division			
Position No / Agency-Unit-Class-Serial 461-130-1415-001		Unit Data Governance and De-identification Compliance			
Class Title Information Technology Specialist III (Working Title: Data and Information Architect)		Location			
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 information, data program, data governance, and compliance architect developing and implementing organizational data strategies and building data program systems and scaffolding required to transform and advance the departments data strategy and deploy successful cutting edge advanced DWBI, 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.					
% 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%	Breaks down the complex relationships of source data from multiple disparate sources and transforms them into logical data models for the purpose of designing and deploying enterprise wide DWBI solutions. Documents and works directly with enterprise architecture teams on maintaining DWBI documentation, plans and systems architectures.				
20%	Participates in and develops data governance programs and converts complex business requirements through end-user visions into effective DWBI self-service solution blueprints and plans. Designs and documents environment capabilities to enable alerting when data anomalies are detected. Automated notification mechanism to alert REDI team with built-in auto healing capabilities (re-run processes, etc.) when applicable.				
20%	Builds systems that can pivot, summarize, suggest correlations, and pursue innovative ways to boost performance and assist executive, clinical and business staff in analytics in accordance with REDI program priorities, goals, and objectives. Completes thorough and complete validation of source data from ingestion, de-normalization to product dashboards and usable metrics for non-technical staff and stakeholders.				
10%	Provides input into the data and analytics architecture designs to ensure technology and planned maturity is appropriately provisioned for advancing data analytics capabilities. Monitors data and analytics output processes to ensure best practices are adhered. Ensures data security, privacy, quality, and governance models are applied as intended and provides guidance on the				

	creation, implementation, and ongoing growth of a Master Data Management strategy with corresponding roles and responsibilities.
10%	Designs, implements, and maintains analytical capability roadmaps which advances automated anomaly detection in data outputs. Plans, designs, and implements data frameworks, policies, rules, processes, and organizational changes needed to govern data and ensure regulatory compliance. Promotes and deploys capabilities for data teams to discover data, classify data, and understand data lineage and how to utilize data in business processes and systems to mitigate risks. Develops new and innovative ways to increase data literacy throughout the enterprise by creating common definitions and business glossaries for data usage. Ensures enterprise data is readily available and fit for use to drive operational efficiency and business productivity.
5%	Constructs a digital asset model and strategy to assist in development of inter-agency sharing capabilities including data security and privacy practices with visibility into what data is approved to be shared. Constructs process methodologies to measure consistency in data usage structures and corresponding information derived from analytical data using continuous improvement strategies and serving in an advisory capacity for business process re-engineering work.
5%	Provides input, guidance and documentation on the expansion and enhancement of enterprise data services for the REDI team and program.
5%	Creates strategy for automated scaling of data science and machine learning workloads that can be used in a productionized way for multiple business teams across the enterprise in compliance with governance and REDI program goals.
5%	Other Information Technology Specialist III job-related work as assigned by management.
Working Conditions	<p>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.</p> <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>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.</p>
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