

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
Information Technology Specialist II	ACES Solutions Architect
Name of Incumbent	Position Number
	280-349-1414-020
Section/Unit	Supervisor's Name
ACES Application Section	
Division	Supervisor's Classification
Product Development Division	Information Technology Manager I
Branch	Duties Based on:
Information Technology Branch	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date
	2/14/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|--|--|
| <input 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 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.*)

Click here to enter text.

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.)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input checked="" type="checkbox"/> Information Security Engineering | <input checked="" type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> System Engineering |

Under general direction of the Information Technology Manager I, the Information Technology Specialist II performs as the ACES Solutions Architect (Technical lead), possessing technical expertise and leadership in developing data strategies, researching the use of Business Intelligence tools, and establishing database and Business Intelligence standards and practices. Provides leadership and guidance pertaining to Data Integration and Data Administration of the more complex departmental technologies, such as SQL, DB2, Informix, Oracle, and IDMS, which have enterprise-wide impacts. Additionally, the Information Technology Specialist II provides vision and leadership, in support of the GenTax (ACES) application. This includes formulating and leading the more complex planning and implementation strategies. Establishes databases, data load methods, data manipulations, and secures data transfers between new and existing systems for use by ACES. Provides training to IT technical and business customer staff on how to best leverage the GenTax tools and product capabilities.

Works under the general direction of the Enterprise Architecture Services Office Information Technology Manager I and/or Technology Project Managers when assigned to enterprise projects, and is expected to work independently with little or no direct supervision. Develops processes and procedures for development of ACES Data Warehouse capabilities to meet customers' data analysis and reporting needs. This includes providing hands-on technical expertise in all aspects of the System Development Lifecycle. Provides technical leadership, planning and guidance to Departmental IT Projects, ensuring long term strategic ITB plans are supported and adhered to.

Represents the interests of EDD's program customers, department goals, and IT Branch directives in developing new capabilities, which lead to cost savings, improved analytical decision making, and faster response times for external and internal information requests. Works cooperatively with business customers, other technical domain experts, technical staff, vendor consultants, and system users. Consults with and advises the ACES managers and executive staff about any issues that may impact project planning and deliverables. Stays up-to-date with evolving industry trends and best practices; disseminates this information, and modifies the ACES architectural framework accordingly to sustain its long-term integrity and reliability.

The incumbent contributes toward the growth of the Information Technology 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.

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)

Click here to enter text.

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)

Click here to enter text.

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

MH

10/17/2018

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:

Click here to enter text.

**** 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