



## Office of Data & Innovation

401 I Street Suite 200, Sacramento, California 95814

### Duty Statement

Current     Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	CalData
Classification	Information Technology Manager II
Working title	Data Services and Platform Lead
Position number	374-100-1406-002
Prepared date	9/21/2022
Effective date	
Name	Vacant

### General Statement

Under the administrative direction from the Deputy Director, Data Engineering and Services, the Data Services and Platform Lead will be responsible for establishing the blueprint of ODI's modern data stack. This position brings user orientation to work with ODI staff across teams to define the architecture based on real need. This position helps identify and vet tools that meet the architectural blueprint. This position adopts a platform mindset avoiding bespoke solutions in favor of cloud-first, sustainable, and scalable solutions that address common needs across many projects and clients.

## Essential Functions

%	Description
40%	<p><b>Drive platform and architecture decisions to enable data as a service to serve statewide data needs including accessing data through open data, Application Programming Interfaces (APIs), and warehouses</b></p> <ul style="list-style-type: none"> <li>● Establish a shared modern data stack (MDS) for use by CalData and ODI</li> <li>● Serve as architectural point of contact and advisor for client departments and the state as a whole</li> <li>● Provide clear thinking and tradeoffs on adopting new technologies and approaches that balance long term vision with day to day operations</li> <li>● Lead the evaluation and procurement of new tools and approaches to improve analytics pipelines on the MDS, working closely with ODI platform users to define needs and criteria</li> <li>● Collaborate with the Advanced Analytics and Evaluation team to identify platform and tooling needs to deliver, monitor, and sustain data science models</li> <li>● Develop budget estimates for data platforms and work with ODI operations staff to procure</li> <li>● Use risk-based methods for assessing security needs and ensuring platforms are appropriately secured and monitored with the team (e.g. NIST Risk Based Framework)</li> <li>● Review and assess security policies, procedures and protocols in collaboration with information security professionals</li> <li>● Design, review, and document processes and procedures for the MDS to ensure security, extensibility, scaling, efficiency, and data quality</li> <li>● Design, review and document cloud infrastructure for the MDS including, but not limited to: technical diagrams, data lineage from ingestion to public consumption, access to data</li> <li>● Design, review and document Continuous Integration and Continuous Delivery (CI/CD) pipelines and their integration and automation with agile project management tooling</li> <li>● Manage vendor relationship to ensure optimal service for CalData and ODI</li> <li>● Identify and resolve architectural impediments to efficiency and enable the entire Data Service team and CalData as a whole to iterate faster while maintaining quality</li> <li>● Continuously assess and improve suite of data automation services, including identifying opportunities for self-service, assessing new and emerging technologies and streamlining existing business processes, including via automation</li> <li>● Lead effort in partnership with the Data Services team and Advanced Analytics team to develop dashboards and alerting system to monitor and mitigate against for cost overages across modern data stack</li> <li>● Select appropriate supporting technologies if needed for alerting and cost monitoring across modern data stack components</li> <li>● Develop and document supporting processes and contingencies with the team for maintaining cost-effective use of platforms, including identifying possible interventions to minimize unnecessary costs</li> </ul>
30%	<p><b>Project manage the implementation of platforms according to the architectural design</b></p>

%	Description
	<ul style="list-style-type: none"> <li>● Provide agile project management for Data Services staff and contractors implementing the MDS</li> <li>● Scope and manage release cycles using agile methodologies using industry standard tooling</li> <li>● Monitor technical implementation and ensure systems are developing per plan and with excellence</li> <li>● Consult on backlog refinement, sprint planning, sprint execution, sprint review, and sprint retrospectives</li> </ul>
30%	<p><b>Consult on projects and provide technical assistance and support to help other departments establish their own modern data stack (MDS)</b></p> <ul style="list-style-type: none"> <li>● Meet with senior level executives including, but not limited to Executive Directors, Program Directors, CIOs, CISOs, Agency CDOs to explain the benefits of MDS approaches to their organization</li> <li>● Advise senior level information security staff on technical architectures that mitigate risks of data loss of integrity, availability, and confidentiality</li> <li>● Meet with senior level procurement officials as needed to justify the addition of modern software to the Software Licensing Program (SLP) for data processing, analysis, and use</li> <li>● Document architectural decisions in easily digestible guidebooks and decision aids to help departments make optimal and informed decisions when moving to cloud based systems</li> <li>● Present occasionally to a variety of communities of practice on the benefits and approach to architecting a modern data stack</li> </ul>

**Supervision Received**

The Data Services and Platform Lead will report to the Deputy Director, Data Engineering and Services (Exempt).

**Supervision Exercised**

None

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work full-time from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**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 hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	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 Signature	Supervisor Printed Name	Date