EDD
Employment Development Department
State of California

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
Information Technology Specialist II	API/Data Engineer
Name of Incumbent	Position Number
	280-343-1414-976
Section/Unit	Supervisor's Name
Data and Information Architecture/BI Data Warehousing Group (DWG)	
Division	Supervisor's Classification
Technology Governance	IT Manager I
Branch	Duties Based on:
Information Technology	☒ Full Time ☐ Part Time - Fraction
	Revision Date
	6/20/2022

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 general direction of the Information Technology (IT) Manager I and in support of the EDDNext project team, the IT Specialist (ITS) II performs majority of his/her duties in the Software Engineering domain. The ITS II possesses technical expertise and leads the development of data strategies, data analysis, and research in the use of Business Intelligence (BI) tools, and establishment of BI standards and practices. In collaboration with the EDDNext project, the incumbent provides vision and leadership for the continued development of the departmental BI Data Warehouse. Duties include formulating and leading highly complex planning and implementation strategies for the Data Warehouse. The incumbent is responsible for providing leadership and guidance for maintaining and managing the data infrastructure that supports all BI tools/applications and self-service activities and ensuring that the goal of building reports, dashboards, and fulfilling data requests is fully-integrated with EDD data warehouse is achieved. This means creating a "data refinery" at EDD that collects, integrates, and manages data assets that data analysts can query. In addition, the incumbent is the lead 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.).

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
45%	Serve as the Lead in the DWG to develop and implement 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. Ensure business engagement and quality of data conversion. Implement data standards identified by the enterprise data architects. Ensure that proper data profiling and data cleansing procedures are in place so that the original data is of high quality. Identify and develop data cleansing programs based on data fallout from mock conversion runs and data quality business rules. Execute data cleansing programs in production and staging environments as appropriate. Following data conversion, ensure that the duplicate master data is eliminated, reducing the risk of incorrect transactions and unreliable reports.
30%	Provides technical expertise and leadership for ensuring IT Branch strategic direction is followed, developing implementation strategies and functional processes for the DWG, and identifying and enforcing security practices to ensure the safety of confidential information for all the department's branches. Advises and consults with management and executive staff as needed throughout the course of building and enhancing the BI data warehouse. Performs a variety of more complex technical analysis and conducts independent research. Maintains knowledge in current BI products use and support, and researches potential future products. Leads and provides BI technical assistance and training for all the department's branches. Advises customers on most appropriate tool use for various scenarios.
10%	Secure 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.). Participate and collaborate in data architecture, data governance, data infrastructure, and data innovation efforts. Provide customer support in the use of Enterprise BI tools utilized in the BI data warehouse. Lead BI tools/software upgrade efforts. Apply maintenance and participate in system configuration efforts. Manage metadata for various deployments supporting BI developers. Lead in the creation and maintenance for all business intelligence data process
10%	Works collaboratively with the IT Branch management, the EDDNext project team 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)*

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	12/29/2022

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:

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**