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| 1. **DPosition Information** | | | | | | |
| Civil Service Classification | | | Working Title | | | |
| Information Technology Specialist I | | | CARES Data Infrastructure (CDI) Data Engineer | | | |
| Employee Name | | | Position Number | | | |
| Vacant | | | 791-753-1402-004 | | | |
| Project/Division Name | | | Supervisor’s Name | | | |
| Child Welfare Digital Services | | | Yee Luk | | | |
| Unit | | | Supervisor’s Classification | | | |
| CARES Data Infrastructure - CDI Unit | | | Information Technology Manager I | | | |
| Physical Work Location | | | Duties Based on: | | | |
| 2870 Gateway Oaks Drive, Sacramento, Ca 95833 | | | Full Time  Part Time - Fraction Click here to enter text. | | | |
| Effective Date | | |  | | | |
| 9/1/21 | | |  | | | |
| 1. Requirements of Position | | | | | | |
| Check all that apply:  Conflict of Interest Filing (Form 700) Required  Requires Fingerprinting & Background Check  May be Required to Work in Multiple Locations  Other *(specify below in Description)* | | | | | | |
| Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)*: | | | | | | |
| Telework opportunities are available for this position. | | | | | | |
| 1. Duties and Responsibilities of Position | | | | | | |
| IT Domains used: | | | | | | |
| Business Technology Management  Client Services  Information Security Engineering | | | | Information Technology Project Management  Software Engineering  System Engineering | | |
| Summary Statement (Briefly describe the position’s organizational setting and major functions):  Under the general direction of the CARES Data Infrastructure (CDI) Manager (ITM I), the CDI Data Engineer (ITS I) serves a key state role on the California Automated Response and Engagement System (CWS-CARES) project. The CDI Data Engineer will perform data analysis, research and documentation involved in the Data Conversion lifecycle. The data engineer will work collaboratively with stakeholders and evaluate the optimal way to accomplish the Data Conversion objectives, engage in data preparation, data quality assessment, data conversion strategies, data cleansing, and data mapping activities. In addition, the CDI Data Engineer will develop analysis, research, documentation, while creating, defining, and implementing technical tasks needed in supporting all aspects of CDI. | | | | | | |
| Percentage of Duties | Essential Functions | | | | | |
| 40%  40%  15% | Collaborate with stakeholders to perform data conversion and migration activities supporting the migration of data from legacy systems to CWS-CARES. Design, build, deploy and maintain data conversion and cleansing scripts and programs. Related job functions include, but are not limited to, the following:   * Collaborate with internal and external stakeholders to identify, develop, review, document, and communicate data conversion requirements. * Work across project functional teams to understand and identify data usage and implications for data conversion. * Review data requirements with Product staff to ensure the converted data meets the Project business objectives. * Develop, plan, and manage data conversion logic, processes and procedures using industry accepted tools and software. * Contribute to data migration and conversion plans and other related documentation, including risk, milestones, quality, and business sign-off details. * Manage assigned risks and monitor potential impacts as part of the data conversion and migration plans * Provide analysis of data conversion and monitor its progress to support Project Planning and meet agreed upon Project milestones * Collaborate with data engineers and stakeholders in performing validation activities to ensure data from legacy sources has been converted successfully to CDI * Research and utilize tools to monitor the data conversion activities and perform data quality assurance activities to identify and rectify any inaccuracies during data conversion   Collaborate with stakeholders to manage Master Data Management (MDM) and perform data quality monitoring, cleansing in supporting CWS-CARES objectives. Design, build, deploy and maintain data quality monitoring, cleansing scripts and programs. Related job functions include, but are not limited to, the following:   * Contribute to the creation, implementation, and maintenance of master data management solutions * Analyze and enrich master data elements and optimize the flow of data among all data sources connected to CDI * Develop and implement complex matching, merging and survivorship rules for member data mastering while ensuring they are scalable, performant, and accurate * Contribute to the maintenance and continuous quality improvement of the CDI data models and data management processes * Perform analysis on large datasets in CDI to determine and monitor data quality and integrity, and identify data quality issues and perform root cause analysis * Identify and apply data cleansing solutions such as deduplication, fuzzy matching, imputation, and cross-validation   Collaborate with stakeholders to support CDI Unit and other special projects. Related job functions include, but are not limited to, the following:   * Meet regularly with the project teams and other internal and external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities on behalf of the CDI Unit * Research, plan and make recommendations for potential selection of tools that will meet the business needs of the Project * Present CDI information and updates for internal and external stakeholder consumption. * Develop and maintain process documentation to ensure CDI maintainability for succession planning * Keep abreast of the latest data conversion and related technology trends including industry-wide standards * Create ad-hoc, new or update metric using tools as required in a timely manner on behalf of CWDS teams * Plan and collaborate with other CWDS project teams and make recommendations on what CDI activities can assist with their project objectives * Monitor and track project deliverables with CWDS project teams to ensure timely delivery of reporting requirements | | | | | |
| Percentage of Duties | Marginal Functions | | | | | |
| %  5% | Click here to enter text.  Perform other duties as assigned. | | | | | |
| 1. **Work Environment** (Choose all that apply from the drop-down menus) | | | | | | |
| Standing: Intermittent (34-50%) | | Sitting: Intermittent (34-50%) | | | | |
| Walking: Rarely (1-6%) | | Temperature: Temperature Controlled Office Environment | | | | |
| Lighting: Artificial Lighting | | Pushing/Pulling: 1-25% of the time | | | | |
| Lifting: 1-25% of the time | | Bending/Stooping: 1-25% | | | | |
| Other: Sit Stand Desk & Telework may be available. | | | | | | |
| Type of Environment: a. High Rise b. Cubicle | | | | | | |
| Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select. | | | | | | |
| 1. **Supervision** | | | | | | |
| Supervision Exercised(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates) | | | | | | |
| None. | | | | | | |
| 1. **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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation. | | | | | | |
| Employee’s Name (Print)  Vacant | | | | | | |
| Employee’s Signature Date | | | | | | |
| **Supervisor’s Statement:**  I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee. | | | | | | |
| Supervisor’s Name (Print)  Yee Luk | | | | | | |
| Supervisor’s Signature Date | | | | | | |
| 1. **HRD USE ONLY** | | | | | | |
| **Human Resources Division Approval** | | | | | | |
| Duties meet class specification and allocation guidelines.  Exceptional allocation, 625 on file. | | | | | HR Analyst initials | |  | | --- | | Date approved | |
|  | | | | | NM | 9/20/2021 |
| **Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*  \* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  List any Reasonable Accommodations Made: | | | | | | |
| Click here to enter text. | | | | | | |

**\*\* AFTER SIGNATURES ARE OBTAINED:**

* **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE’s OFFICIAL PERSONNEL FILE (OPF)**
* **PROVIDE A COPY TO THE EMPLOYEE**
* **FILE A COPY IN THE SUPERVISOR’S DROP FILE**