

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist II	Working Title Senior Data Analytics and Report Developer
Name of Incumbent	Position Number 280-343-1414-xxx
Section/Unit Business Intelligence	Supervisor's Name
Division Technology Governance	Supervisor's Classification IT Manager I
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 3/5/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" 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 checked="" 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 checked="" 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.*)

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.)

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

Under the general direction of the Information Technology (IT) Manager I, the IT Specialist (ITS) II performs the majority of their duties in the Software Engineering domain. The ITS II possesses technical expertise and leads development of data strategies, research in the use of Business Intelligence (BI) tools, and establishment of BI standards and practices. The incumbent provides vision and leadership for the continued development of the departmental Business Intelligence Competency Center (BICC). Duties include formulating and leading highly complex planning and implementation strategies and ensuring that the goal of building a fully-integrated EDD data warehouse is achieved.

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 stays up-to-date with evolving industry trends and best practices; disseminates this information and modifies the BICC architectural framework accordingly to sustain its long-term integrity and reliability.

Civil Service Classification

Information Technology Specialist II

Position Number

280-343-1414-xxx

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%	Serves as lead in the design, development, test, implementation, and maintenance of the BICC at the EDD. Provides technical expertise and leadership to team members, technical staff, and customers on enterprise-wide, more complex BI initiatives. Performs strategic planning, process development, and marketing. Gathers analytics and reporting customer requirements for enterprise-wide BI initiatives. Determines appropriate reporting platform based on business requirements. Performs more complex data analysis, modeling, hands-on complex cross-platform integration, and report development to produce effective and efficient solutions for department customers. Validates data integration results and automates data refreshes by scheduling jobs. Documents integration and report specifications. Performs more complex enterprise data analysis to recommend data quality improvements to source online transactional processing systems.
30%	Provides technical expertise and leadership for ensuring IT Branch strategic direction is followed, developing implementation strategies and functional processes for the BI line-of-business, 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 EDD BICC. 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%	Maintains knowledge of customers' business processes, data, and transactional applications. Participates in complex development efforts and analyzes application documentation to understand data relationships and map source data to BICC targets.
10%	Works collaboratively with the TGD management 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: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%

Civil Service Classification
Information Technology Specialist II

Position Number
280-343-1414-xxx

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)

N/A

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

MH

9/5/2018

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:

**** 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

Civil Service Classification

Information Technology Specialist II

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280-343-1414-xxx

- **PROVIDE A COPY TO THE EMPLOYEE**