

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title BI Data Warehouse Developer
Name of Incumbent	Position Number 280-343-1402-XXX
Section/Unit Data and Information Architecture/BI Data Warehousing Group (DWG)	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Manager I
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 4/6/2022

### 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 direction of the Information Technology (IT) Manager I, the IT Specialist (ITS) I performs majority of his/her duties in the Software Engineering domain. The ITS I serves in the Data Warehousing Group (DWG) as a technical specialist and/or lead to lower-level staff in the design, development, test, implementation, and maintenance of the Business Intelligence (BI) data warehouse at EDD. The incumbent is responsible for maintaining and managing the data infrastructure that supports all BI tools/applications and self-service activities. This means creating a "data refinery" that collects, integrates, and manages data assets that data analysts can query. In addition, the incumbent is 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 overseeing top-level configuration management of outward-facing system components (defining users, organizations, categories, etc.).

Over time, the incumbent will progress through the ranges of the ITS I class, and the work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform all duties with some assistance, an incumbent in Range B should be able to perform the same tasks with little assistance, and an incumbent who has reached Range C should be able to perform all tasks independently and assist newer staff in the process as needed.

Civil Service Classification

**Information Technology Specialist I**

Position Number

280-343-1402-XXX

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
40%	Develops and implements 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. Ensures business engagement and quality of data conversion. Ensures that proper data profiling and data cleansing procedures are in place so that the original data is of high quality. Identifies and develops data cleansing programs based on data fallout from mock conversion runs and data quality business rules. Executes data cleansing programs in production and staging environments as appropriate. Following data conversion, ensures that the duplicate master data is eliminated, reducing the risk of incorrect transactions and unreliable reports.
25%	Serves as specialist and/or lead to lower-level staff in the DWG for the design, development, test, implementation, and maintenance of the BI Data Warehouse at EDD. Responsible for the automated consolidation of data from multiple environments into an EDD centralized data warehouse and support of the data infrastructure. Maintains and manages the data infrastructure that supports all BI tools/applications and self-service activities. Leads in the coordination with IT partners in collecting large data sets of structured and unstructured data from multiple sources to transform it into a usable format. 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 BI data warehouse targets. Validates data integration results and automates data refreshes by scheduling jobs. Documents integration and report specifications. Performs complex enterprise data analysis to recommend data quality improvements to source online transactional processing systems.
15%	Works collaboratively with business and IT partners 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 overseeing top-level configuration management of outward-facing system components (defining users, organizations, categories, etc.). Participates and collaborates in data architecture, data governance, data infrastructure, and data innovation efforts.
10%	Provides customer support in the use of Enterprise BI tools utilized in the BI data warehouse. Leads BI tools/software upgrade efforts. Applies maintenance and participates in system configuration efforts. Manages metadata for various deployments supporting BI developers. Leads in the creation and maintenance for all business intelligence data process.
5%	Works collaboratively with the IT Branch management 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%  
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

dmg

3/27/2023

**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
- PROVIDE A COPY TO THE EMPLOYEE