

## POSITION STATEMENT

### 1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Data and Reporting Specialist I
Name of Incumbent	Position Number 280-343-1402-064
Section/Unit Data and Information Architecture	Supervisor's Name
Division Technology Governance	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 9/20/2019

### 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 direction of the Information Technology (IT) Supervisor II, the IT Specialist I performs majority of his/her duties in the Software Engineering domain. The ITS I serves as a technical specialist or lead to lower-level staff on complex systems and studies and may also perform analytical activities in support of the continued development of the departmental Business Intelligence Competency Center (BICC). Duties include data analysis and integration, recommending the use of Business Intelligence (BI) tools given customer requirements, and datamart and report development. The incumbent supports specific BI products for all Branches of the Department and provides training to business area staff.

Over time, the incumbent will progress through the ranges of the IT Specialist 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

**280-343-1402-064**

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
35%	Serves as specialist and/or lead to lower-level staff in the design, development, test, implementation, and maintenance of the BICC at EDD. Gathers analytics or reports customer requirements for enterprise-wide BI initiatives, performs complex data analysis, modeling, hands-on complex 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 complex enterprise data analysis to recommend data quality improvements to source online transactional processing systems.
25%	Maintains knowledge in current BI products use and support, and researches potential future products. Provides BI technical assistance and training for all the department's branches. Advises customers on most appropriate tool use for various scenarios.
25%	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 Technology Governance Division 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%  
 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)

*Click here to enter text.*

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

9/20/2023

**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