

DUTY STATEMENT

Employee Name:	Position Number: 580-150-1415-XXX
Classification: Information Technology Specialist III	Tenure/Time Base: Permanent/Full-Time
Working Title: Data and Analytics Chief Engineer	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Architecture Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

Under the administrative direction of the Chief Enterprise Architect, the Chief Data and Analytics Engineer functions as the leader in all hands-on data and analytics work and provides technical direction in the use of various modern data platforms and tools to a Data and Analytics Unit composed of an ITS II Sup, several ITS IIs and ITS Is. The incumbent also partners with various other domain architects of the highest expertise on a journey to modernize CDPH under the Future of Public Health Initiative.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)**30% Data and Analytics Leadership, Policy, & Strategy**

Together with the Enterprise Data Architect, plans, organizes, directs, monitors, and matures the activities of CDPH Information Technology and Business. Provides leadership, vision, and direction to highly technical staff particularly in the domain of data and analytics. Leads the development and facilitation of data and analytics policies, standards processes/procedures, and oversees execution of product and feature roadmaps. Develops and matures the Department's data technology approach, strategic plans, roadmaps, standards, and models in support of business needs. Develops and maintains the data framework and data governance processes. Defines and develops data and analytic performance metrics, key performance indicators (KPIs), and dashboards to measure, mature, and communicates the quantity, velocity, and value of the Department's services.

30% Data Innovation and Governance Oversight

Identifies and introduces data innovation ideas to appropriate CDPH IT and Business units. These data innovation services may include the collaboration with other domains like Cloud, Platform, Security, etc. Participates, and works with teams responsible for Cloud, Platform Services, Application Development (DevSecOps), etc., and helps these units mature their data and analytics services over time. Participates as domain expert in the CDPH Enterprise Architecture Governance board and helps make architecture decisions in the areas of Data and Analytics. May lead or participates as domain expert in the various Data Governance Boards.

30% Hand-on Data Engineer

Actively provide hand-on support of various Data Integration Platforms, Data Exchange Platforms, Data Quality Tools, Data Analytics Tools, various databases, etc., by giving technical direction to or working with Data Engineers from the Data and Analytics Unit. Mentoring and coaching of Data Engineers (ITS II Sup, ITS IIs and ITS Is) on their work, as well as their overall maturity and expertise in the data field. Has the ability to take over any data engineering-related work across multiple technologies and platforms in cases of emergencies.

5% Collaboration with CDPH IT and Business Leaders, Agency, State, and beyond

Builds relationships and collaboration across diverse stakeholders and subject matter experts. Understands, prioritizes, and balances multiple stakeholder priorities. Works with the Information Security Office (ISO) to ensure platform products are effectively secured and risks are mitigated. Collaborates with the Enterprise Portfolio Management Office, Business program leaders, and other subject matter experts to plan future projects, department initiatives, and other strategies. Oversees the implementation of, and adherence to, State IT policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Public Health Administrative Manual (PHAM), Technology Letters, the State's IT Strategic Plan, and IT-related Executive Orders and budget letters. Ensures compliance with legislated program mandates. Collaborates with the California Department of Technology and California Health and Human Services Agency regarding data.

Marginal Functions (including percentage of time)

5% Performs other job-related duties, as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
 Approved By: EH
 Date: 9/28/23