California Department of Education
Human Resources Division
HRD-002 (REV 06/2023)

☐ CURRENT
☒ PROPOSED

PR LOG #:

# DUTY STATEMENT

| CIVIL SERVICE CLASSIFICATION | WORKING TITLE |
|---|---|
| Information Technology Specialist I | |

| BRANCH |
|---|
| Opportunities for All |

| DIVISION | OFFICE |
|---|---|
| Special Education | Data, Evaluation, and Analysis |

| CBID | WWG | PCN | POSITION NUMBER | SPECIFIC LOCATION (CITY) |
|---|---|---|---|---|
| R01 | | 5152 | 174-663-1402-XXX | Sacramento |

| PROBATIONARY PERIOD | TENURE | TIME BASE | BILINGUAL POSITION |
|---|---|---|---|
| 12 Months | Permanent | Full-Time | No |

| TELEWORK OPTION | SAFETY SENSITIVE POSITION | CONFLICT OF INTEREST CLASSIFICATION |
|---|---|---|
| Remote-centered | No | Yes |

## DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Data, Evaluation, Analysis Unit Administrator, the incumbent will serve as the lead Information Technology (IT) analyst for the Special Education Division (SED). Incumbent will perform database administration and management, project management write complex programs and develop detailed program specifications, and analyze data and situations. Ability to reason logically and creatively, identify problems, and draw valid conclusions is required. Incumbent will also prepare and present technical presentations.

## CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

## SUPERVISION BY

The IST I reports directly to and receives all assignments from the Information Technology Supervisor II in the Data Evaluation and Analysis unit. Assignments may also come from the Associate Director or Director of the Special Education Division.

## SUPERVISORY RESPONSIBILITIES

None.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work from home in a fast-paced environment under legally required timelines. Use of phone and email to communicate with members of the public and representatives from local education agencies.

## ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Use Statistical Analysis Software, Structured Query Language, Microsoft Synapse, Power BI, and other software programs or software coding language/programs to assist in the development and maintenance of division wide database applications. Design database structure, input screens, and full document applications.

Serve as database systems analyst for the special education data collection for the State of California. Serve as database administrator for the Special Education Application Consolidated Reporting System. Maintain the system for users and provide ongoing programming changes to database systems. Perform system development, write technical documents, create ad-hoc reports, complete data requests, and participate in system changes during all phases of the System Development Life Cycle (SDLC). Apply proficiency in database and application development and design within department standards. Apply understanding of project management, industry standards, data processing principles, practices, methods and tools for developing, modifying, testing, implementing, and maintaining specific electronic information processing systems and databases.

Relative % of Time Required: 45 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Using statistical, analytical, and system development life cycle methodologies, gather data on system performance, data quality, discrepancies between other data systems discussing issues, problems, specifications, requirements, recommendations, and alternatives as needed. Present findings, conclusions, and recommendations to management both verbally and in writing.

Perform a variety of administrative oversight activities including but not limited to: advising the Unit Administrator about information technology issues and trends; staying informed about product and service developments in information technology needs; periodically updating the division's information technology management plan; developing information technology strategies, tactics, and action plans; developing and maintaining division information technology policies and standards.

Relative % of Time Required: 5 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; perform other job-related duties as required.

| Relative % of Time Required: | ☐ Essential Function | ☐ Non-Essential Function |
|---|---|---|
| Duties Performed | | |

| Relative % of Time Required: | ☐ Essential Function | ☐ Non-Essential Function |
|---|---|---|
| Duties Performed | | |

| Relative % of Time Required: | ☐ Essential Function | ☐ Non-Essential Function |
|---|---|---|
| Duties Performed | | |

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Strong communication skills and attention to detail. Experience in database administration. Knowledge of SQL, SAS or other statistical coding language desired.

PERSONAL CONTACTS

The incumbent will have personal contacts with members of the public and members of other divisions in the department.

## EMPLOYEE ACKNOWLEDGEMENT

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE |
|---|---|---|
| | | |

## MANAGER/SUPERVISOR ACKNOWLEDGEMENT

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

| MANAGER/SUPERVISOR NAME | MANAGER/SUPERVISOR SIGNATURE | DATE |
|---|---|---|
| | | |

| HRD C&P ANALYST | HRD APPROVAL DATE | EFFECTIVE DATE | DATE UPLOADED |
|---|---|---|---|
| | | | |

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor