

Department of Motor Vehicles Proposed Position Duty Statement Form

Division: Information Systems Division	Classification Title: Information Technology Specialist III
Region/Branch: Enterprise Modernization Project Branch	Working Title: Senior Data Analyst
Unit: Data Analytics	Tenure/Timebase: Limited-Term/Full-Time
Position City: Sacramento	Position County: Sacramento
Position Number: 716-1415-906	CBID/Bargaining Unit: M01
Conflict of Interest Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes) This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.	
Medical Evaluation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Sensitive Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DMV Employee Pull Notice: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Fingerprint/Live Scan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Professional License: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Work Week Group: E	
Effective Date: 11/1/2023	
Direction Statement and General Description of Duties: Under administrative direction of the Information Technology (IT) Manager II of the Modernization Technical Section, the Information Technology Specialist III (ITS III), the Senior Data Analyst, provides mastery level project planning, management, and execution of technical activities related to infrastructure, integration, data conversion, disaster recovery, interface development, training, and testing, to ensure the highest reliability of the DMV applications and its data to the project's scope, budget, or schedule. The ITS III works closely with the Data Analytics and Information Security Unit within the section. Serves as lead data analyst addressing complex solutions, including but not limited to physical, virtual, infrastructure as a service, Software as a service, Platform as a service, and cloud environments to support DMV operations. The ITS III performs duties related to Information Security Engineering including, but not limited to asset protection, contingency planning, security compliance, security engineering and architecture, security risk management, and security testing and assessment. The ITS III also performs duties related to Software Engineering including, but not limited to data administration, data	

architecture, database development, software architecture, software development, and software integration. And the ITS III performs duties related to System Engineering including, but not limited to database administration, identity management, solution design, storage, system administration, and system architecture.

Percentage and Essential/Marginal Functions:

30% (E) Technical Project Support and Management

Plans, guides, and oversees the day-to-day internal project activities. Establishes and implements hardware/software standards, bridging the gap between business needs and business systems, portfolio management, and rules for integrating outside programs. Architects, develops, maintains, and approves all project activities related to their specialization. Oversees the control activities for vendor management. Manages the project schedule, risks and issues, change control, and compliance with project requirements. Ensures that project management plans and supporting methodologies (processes, procedures, standards, and templates) are in compliance with the California Project Management Framework. Provides mastery-level technical support in the design, development, and identification of project guidelines, high level strategies, principles, and procedures to be followed in the design and development of enterprise level infrastructures. Guides team members, created from various ISD disciplines, to ensure project objectives are met. Manages work and collaborates with staff from multiple sections within ISD, business customers and vendors. Leads multiple Information Technology (IT) projects applying industry standards, principles, guidelines, and techniques. Performs risk assessments to develop response strategies in order to control or reduce risk. Develops and maintains IT Contingency Planning program including preliminary planning, business impact analysis, recovery strategies, training and exercising to work within the overall business continuity plan.

30% (E) Enterprise Data Architecture and Conversion

Architects, designs, and leads the implementation of solutions to manage Digital eXperience Platform (DXP) data that meet system and business requirements. Identifies and interprets trends and patterns in data, analyzes results using statistical techniques, and provides ongoing reports to ISD management to utilize in strategic planning efforts. Designs testing methods, validation procedures, and execution plans to evaluate data conversion. Oversees junior data analysts in creating and maintaining metadata definition documents. Analyzes the most complex system change requests (internal or external) to identify changes, perform risk assessments, and communicate alterations of the data structure, data definition and metadata. Oversees, plans, and reviews metadata proposals to ensure that the data element names are consistent with the department standards and the definitions

provide sufficient information for business and IT analysts. Oversees computer code and script development in a variety of programming languages to perform data conversion. Facilitates, plans, and coordinates discussions and project activities to identify data structural changes, which may impact the metadata information. Provides mastery-level data modeling expertise, and researches and makes decisions for tool selection, data conflict resolution and model integration to support proposed development projects. Mentors journey level data analytics analysts in the unit.

15% (E) Data Analytics Design and Implementation

Leads, plans, and coordinates the delivery of a full range of Data Analytics activities in collaboration with the DMV Chief Data Officer and the Data Analytics and Information Security Unit, including architecting, developing, and managing the implementation of the Master Data Management solution. Plans, oversees, and coordinates processes for DXP data intake, validation, mining, and engineering as well as modeling, visualization and communication deliverables. Defines and establishes DXP data quality controls and standards to optimize efficiency and streamlining processes to ensure project deadlines are met. Develops, designs, and establishes the department's Data Administration function, including policy, standards, methodology, procedures and repository backup and recovery plans. Utilizes and guides in the implementation of tools, processes, and automation to achieve legacy data cleansing objectives. Collaborates with business and management teams to establish business data needs and develops and leads the implementation of strategies for long-term data platform architecture bridging the strategic intent and practical application.

10% (E) DXP Data Administration

Provides mastery-level technical support to the Data Analytics and Information Security Unit in managing the DXP Data Administration program, including planning and architecting the data reference model, and keeping up to date of current and new CDT and CalData requirements. Oversees, reviews, and approves plans and designs to implement new data administration technologies, concepts, and techniques.

5% (E) Communication and Relationship Management

Consults with stakeholders on data/system models, data definitions and naming conventions, coordinating policies for data sharing, data security, data ownership and data integrity. Collaborates with and contributes to the data governance committee as needed. Liaisons with internal and external stakeholders to manage relationships and coordinate project initiatives.

5% (M)

Performs other job-related duties as required.

Supervision Received:

The ITS III receives broad administrative and policy direction from the Modernization Technical Section, IT Manager II.

Supervision Exercised and Staff Numbers:

The ITS III does not supervise but leads team members on the project in the role of Senior Data Analyst. The ITS III has extensive decision-making authority. Provides general administrative direction and advanced technical expertise concerning assignments. Demonstrates leadership in identifying new issues, techniques, and opportunities. Demonstrates data analysis leadership. Manages the most sensitive issues.

Working Conditions:

Works in an office setting in artificial light and temperature control. Incumbent gives presentations and participates in meetings, conferences, and workshops. Communicates with internal and external customers via e-mail, telephone or in person. Attends meetings on HQ campus and off campus.

Physical Requirements:

Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, telephone, fax machine, copier, and other office equipment.

Special Requirements:

Proficient data analytics skills including various Project Certifications.

Desirable Qualifications:

Experience in effectively planning, organizing, directing, delegating, and supervising complex work of a multidisciplinary staff. Experience with contract management. Experience in SDLC methodologies. Positive attitude and highly motivated. Experience delivering services with a focus on excellent customer service. Ability to analyze information and make decisions in a competent and timely manner. Ability to communicate effectively verbally and in writing, to draft reports, develop and present presentations as required. Ability to organize workload to accommodate changing priorities and effectively manage multiple assignments concurrently. Possesses effective interpersonal and leadership qualities with the ability to build valuable internal and external relationships with a wide variety of people.

The Specialist III possesses a wide and deep practical technical knowledge basis, which includes emerging, “cutting-edge” technologies. The Specialist III is recognized as an industry expert in their area of specialization, exhibits a mastery level of team leadership qualities, and plays a major part in formulating technological strategy and policy. The ITS III has extensive decision-making authority and directs the most critical/complex projects. Responsibilities at this level include development of enterprise architecture, providing strategic and tactical technical direction, responsibility for data conversion, and cross-domain expertise at a deep technical level. Operations functions, such as support for security and/or performance, will comply with all policies, procedures, and standards for operational effectiveness. Adhere to departmental standards for data back-up, recovery, integrity, control, and management.

Personal Contacts:

Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight, and lead individuals or groups. Interactions may be general, confidential, sensitive, or informative in nature.