

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	<i>Technical Lead</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	283-401-1414-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Data Management and Administration	Padmakumar M Govindankutty
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy, Research and Legislation	Information Technology Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	10/13/2021
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
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 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.) Travel outside the greater Sacramento Area is not anticipated	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>As a California Workforce Development Board (CWDB) employee and Technical Lead for the Data Management and Administration Unit (DMAU), the incumbent reports to the Information Technology (IT) Manager I; provides team leadership to technical staff, including consultants; and works closely with business analysts, researchers, and other staff and stakeholders from CWDB and partner organizations. The incumbent works closely with business analysts to ensure the current and future needs of the business are satisfied through current and planned technology solutions. The incumbent works closely with researchers to ensure their current and anticipated data needs are satisfied and to ensure that data aggregation processes and results are accurate and are clearly communicated in business terms. The incumbent works with other staff and stakeholders from CWDB and partner organizations to ensure clarity in technical communication and to ensure data files exchanged are accurate, complete, and timely. The incumbent works with business analysts, researchers, and other CWDB staff to ensure technical communication is clear, unambiguous, and is communicated at the level of understanding of the information recipient.</p>	

The incumbent is responsible for all aspects of the DMAU environment and associated technology, including hardware, software, network, and data infrastructure. Key responsibilities include:

1. Technical Leadership
2. Data Management and Software Engineering
3. System Engineering and Technology Management
4. System Monitoring, Maintenance, and Management

Primary Information Technology Domains

- Software Engineering
- System Engineering

Percentage of Duties	Essential Functions
30%	<p><u>Technical Lead</u></p> <ol style="list-style-type: none"> 1. Ensures best practices in technology management are utilized for DMAU hardware, software, network, and related technology components. 2. Advises the IT Manager I on the formation of IT practices, standards, and governance. 3. Consults with and advises the IT Manager I on the planning, development, implementation, and coordination of IT considerations, risks, and issues. 4. Leads, plans, organizes, and oversees the day-to-day activities of the DMAU technical staff, including consultants. 5. Communicates with and actively maintains an exceptional working relationship with technology leaders and staff from workforce system and other partner organizations. 6. Uses initiative and resourcefulness to align the DMAU technical environment with business needs. 7. Serves as the senior technical expert and project lead on IT projects involving data, database architecture, database design, system configuration, and technology implementation. 8. Provides leadership and direction for the exchange and integration of workforce system data with external partner and partner systems. 9. Provides leadership in defining and controlling the access to information and resources.
30%	<p><u>Data Management and Software Engineering</u></p> <ol style="list-style-type: none"> 1. Imports, cleanses, standardizes, and prepares data received from data sharing partner organizations so it can be: <ol style="list-style-type: none"> a. Incorporated into the reports to be published (e.g. Workforce Metrics Dashboard Report). b. Incorporated into a public-facing web page. c. Shared with partners according to data sharing agreements. d. Analyzed to identify workforce development, training, and related program effectiveness based on outcomes (e.g., wages, certificates, program completion), participant characteristics (e.g., race, ethnicity, gender, barriers to employment), geography (e.g., zip code, city, regional planning unit), and other participant, provider, and program characteristics. 2. Evaluates and updates the data architecture, including conceptual and logical models for data staging, operational data store (ODS), data warehouse, data marts, and Extract, Transform, Load (ETL) processes. 3. Manages data processing functions, including define, ETL, sync, and archive functions.

	<ol style="list-style-type: none"> 4. Establishes, maintains, adheres to, and enforces data modeling and data integration standards, database architectures, coding standards, best practices, and quality assurance practices and procedures. 5. Performs a variety of in-depth data analysis, data modeling, and data administration tasks on datasets with potentially complex data integration scenarios. 6. Establishes methods by which data is collected, stored, arranged, integrated, and utilized.
20%	<p><u>System Engineering & Technology Management</u></p> <ol style="list-style-type: none"> 1. Manages the technology associated with the DMAU ODS, data warehouse, and related systems. 2. Ensures the interoperability of DMAU systems by designing and testing interfaces to confirm the data is accurately processed according to documented business rules. 3. Provides senior technical expertise in planning for and leading the architecture, design, implementation, maintenance, monitoring, and administration of the DMAU technical infrastructure. 4. Designs, implements, and maintains system architecture across multiple platforms to best align DMAU application and database technology with CWDB's business practices. 5. Works with analysts to identify, create, and enhance reports, reporting capabilities, dashboards, and scorecards to meet organizational needs. 6. Ensures information and data security are interwoven into every aspects of DMAU technology. 7. Plans, designs, and implements capacity and resource expansion to ensure DMAU systems are scalable. 8. Plans and implements system redundancy, backup, disaster recovery, and data archiving processes to ensure effective system availability, data protection, and data integrity. 9. Maintains and supports DMAU solutions and associated technology, including ODS, stored procedures, data warehouse, ETL processes, related software and code, data mining tools, and metadata management tools. 10. Performs configuration and release management for system components. 11. Ensures system and technology documentation is current and accurate, including data exchange specifications, process maps, glossaries, data dictionaries, conceptual and technical design documentation, key performance indicators, system test plans and test results, and implementation plans. 12. Updates and enhances DMAU information system tactical plans in accordance with business objectives of the DMAU, CWDB, and external directives. 13. Updates, tests, and verifies DMAU technology recovery plans.
15%	<p><u>System Monitoring, Maintenance and Management</u></p> <ol style="list-style-type: none"> 1. Leads the implementation of hardware and software updates and upgrades. 2. Performs maintenance and administration of all hardware, software, databases, systems, and associated technology. 3. Ensures the stable performance and operation of the technical environment. 4. Defines and ensures power, space, and environmental conditions are monitored to ensure stable technical operations. 5. Monitors, troubleshoots, and mitigates risks associated with the technology to minimize the probability that risks will become issues. 6. Designs and implements system improvements and operational efficiencies. 7. Researches, procures, installs, and upgrades components of the DMAU systems and provides routine automation.

	<p>8. Maintains security policies and troubleshoots, maintains, configures, and ensures the reliable operation of DMAU technology.</p> <p>9. Prepares technical documentation related to the operations and maintenance of system and infrastructure components.</p> <p>10. Tracks and conducts root cause analysis of technology and technology-related issues until issues are fully resolved.</p> <p>11. Monitors, diagnoses, and resolves system processing and performance related issues.</p> <p>12. Performs IT asset analysis to evaluate and plan for future organizational needs.</p> <p>13. Procures technology and services to support the technical environment and associated program activities.</p>
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:

High Rise Cubicle Warehouse Outdoors Other:

Interaction with Customers:

Required to work in the lobby Required to work at a public counter
 Required to assist customers on the phone Required to assist customers in person
 Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None

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:

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:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Civil Service Classification
Information Technology Specialist II

Position Number
283-401-1414-976

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	hcc	10/19/2023
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>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.</i> List any Reasonable Accommodations made: <i>Click here to enter text.</i>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file