

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Supervisor II	Data Warehousing Supervisor
NAME OF INCUMBENT:	POSITION NUMBER:
	280-343-1404-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Data and Information Architecture/BI Data Warehousing Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology	10/17/2023
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <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 type="checkbox"/> Travel May be Required <input checked="" type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
After hours and on-call support (evenings and weekends) is required as needed. The incumbent may be required to work non-standard business hours to include weekends and holidays. May act as ITM I in the Manager's absence.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<b>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</b> <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 checked="" type="checkbox"/> System Engineering	
Under general direction of the Information Technology (IT) Manager I, the IT Supervisor II, plans, organizes, directs, and manages the work of various effort in the Business Intelligence (BI) Data Warehousing Group (DWG). The IT Supervisor II oversees and directs the staff responsible for maintaining round-the-clock operations through assigned team members. The incumbent is responsible for the effective implementation and maintenance of the BI operations to complete all requests from customers in a timely manner, ensure all customer needs are fulfilled within agreed upon schedules, service level agreements, and Information Technology Branch (ITB) standards for systems documentation and performance. The incumbent will provide feedback to ITM I for	

business improvements. These insights are often used for decision making and strategic planning across high levels of the business.

The incumbent’s responsibilities include a full range of management support activities including, but not limited to, managing staff capacity, assigning resources, ensuring staff succession planning, staff upward mobility, staff training, directing current projects under his/her purview, completing special studies, and completing required personnel activities. The incumbent keeps current knowledge of evolving industry trends, best practices, and standards in BI, data warehouse, data mining, and analytical technologies, and shares this information with staff and management.

The incumbent contributes toward the growth of the ITB 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.

Percentage of Duties	Essential Functions
40%	Supervises and coaches a team of Data Engineers and Data Warehousing Solution Developers to understand the needs of the business requirements and creates scalable data solutions. Plans, directs, prioritizes, and monitors activities involving building, developing, and maintaining Extract, Transfer and Load processes, data management, data security, data automation systems, performance monitoring that support key business decisions. Guides, mentors, and trains staff to perform assignments. Applies knowledge to plan activities within BI data and reporting services. Plans DWG activities, ensuring the projects remain on schedule, customer requirements are collected, proper data marts are utilized, and proper interfaces with other systems are designed. Manages and optimizes processes for data accuracy, data mining and engineering as well as modeling, reporting, and communicating deliverables. Oversees the data/report requests process: tracking requests submitted, prioritization, approval, etc.
35%	Leads ITB’s growing BI data warehousing team and helps to direct best practice adherence. Ensures activities are consistent and supportive of the overall automation effort and requirements of the various customers are accommodated. Oversees the coordination of IT and business partners in the creation of new data pipelines necessary to satisfy business needs. Creates an interactive release culture. Leads the team in gathering requirements, engineering data warehousing solutions, validating data accuracy, and maintaining on-going production availability and timelines. Organizes and drives successful completion of data insight initiatives through effective management of BI DWG staff and effective collaboration with stakeholders. Communicates results of insight initiatives and business impacts to stakeholders. Ensures excellent customer service to both internal Employment Development Department (EDD) users and external entities consisting of other Departments and external users. Develops and implements quality controls and departmental standards to ensure standards, organizational expectations, and regulatory requirements. Assists the IT Manager I to establish BI policies, standards, best practices, templates, and tools. Provides advice and direction to project team members, technical staff, and vendor consultants to ensure BI development efforts are consistent with the BI policies standards and best practices. Anticipates future demands of initiatives related to



<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
<b>Supervisor's Statement:</b> <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<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.	dmg	11/30/2023
<b>Reasonable Accommodation Unit use ONLY</b> <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:		

**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