

DUTY STATEMENT

State Compensation Insurance Fund

Employee's Name:	
Program: Finance Systems & Data Support	Work Unit: Data Support
Position's Authorized Classification (and Range): Information Technology Specialist I	Report To: Information Technology Sup II
Position Title: Data Support Technology Specialist	Position Serial #:
Information Technology Domain: Software Engineering; Business Technology Management; System Engineering	CBID: R01
	FLSA Status: <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

PURPOSE/SCOPE:

Under the direction of the Information Technology Supervisor II (Data Support Manager), this position will design and implement the build of the organization's finance and operational data needs, data and analytics governance strategies and policies, and reporting products. This position is responsible to:

- Develop and implement data and technology architecture solutions aligned with organizational goals and objectives.
- Develop and implement data analytics and governance policies and procedures.
- Responsible for the design, development, and implementation of business intelligence reports
- Ensure the application of accounting rules and Statutory Accounting Principles on business and project solutions.

Supervisor's Statement: I have discussed the duties of the position with the employee		
Supervisor's Name (Print):	Supervisor's Signature:	Date:
Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy		
Employee's Name (Print):	Employee's Signature:	Date:

Duty Statement Origination or Revision Date: April 24, 2024

KEY RESULT/ESSENTIAL FUNCTIONS:

In all aspects of performing the following Key Results/Essential Functions the incumbent will:

- Comply with the Code of Conduct
- Be required to collaborate and effectively communicate with peers, team members, and external stakeholders with a high degree of professionalism.
- Establish and maintain effective working relationships and uphold principles of integrity in the workplace.
- Maintain regular and predictable attendance and/or communication availability during working hours.
- Provide quality customer service in a timely manner and aid in the retention of all State Fund customers.
- Take "ownership" of each customer contact to address needs and endeavor to meet State Fund objectives.
- Follow State Fund's Equal Employment Opportunity principles.

The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

70%

1. Data and Reporting –

Responsible for the design and implementation of the organization's data and technology architecture, and business intelligence reports and dashboards to support decision-making across the organization.
(This is an essential function of the job)

- a. Design, develop and maintain the organization's data and technology architecture, and data technology solutions.
- b. Ensure the accuracy and completeness of data, including conducting data quality checks and reconciliations.
- c. Develop and manage data modeling and database design standards and procedures.
- d. Develop and implement data integration and migration strategies.
- e. Manage and maintain databases and software systems.
- f. Ensure timely and accurate delivery of reports and dashboards.
- g. Collaborate with stakeholders to identify reporting requirements and translate them into technical specifications for the team.
- h. Develop and maintain a reporting road-map to ensure that reporting initiatives are aligned with business goals and priorities.
- i. Ensure the accuracy and reliability of reporting data by collaborating with data governance and data management teams.
- j. Evaluate and implement new reporting tools and technologies to improve the efficiency and effectiveness of reporting processes.
- k. Monitor and analyze report usage and user feedback to continuously improve the quality and relevance of reports and dashboards.
- l. Manage report distribution and access permissions to ensure that sensitive data is protected and that reports are available to authorized users.
- m. Provide training and support to end-users to promote self-service reporting and data-driven decision-making across the organization.
- n. Stay up to date with industry trends and best practices in business intelligence and reporting.
- o. Leverage use of Data lakes, artificial intelligence, and machine learning in reporting needs.
- p. Maintain and build relational databases, procedures, scripts, and views. Monitor and manage data issues and establish plans for ensuring data quality and integrity between transaction source systems and reporting environments.
- q. Work with relational databases to build SQL queries and troubleshoot data problems.

30%

2. Develop, implement, and maintain Data Analytics and Governance.

(This is an essential function of the job)

- a. Implement data analytics and governance policies and procedures that align with the organization's overall goals and objectives.
- b. Oversee data quality and integrity by implementing data governance standards and practices.
- c. Establish data security and privacy policies and procedures that meet regulatory compliance standards.
- d. Develop and maintain data analytics architectures and technologies that support the organization's business strategies.
- e. Complete data analytics projects and initiatives, ensuring they are delivered on time, and to the required standard.
- f. Collaborate with other departmental stakeholders to ensure data analytics initiatives are aligned with the organization's overall goals and objectives.
- g. Develop and maintain relationships with external vendors and partners to ensure the organization has access to the latest technologies and tools.
- h. Identify and analyze data analytics trends and provide recommendations to improve the organization's data analytics capabilities.
- i. Stay up to date on the latest data analytics and governance technologies, tools, and trends and provide recommendations to senior management on their adoption.

100%

REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

KNOWLEDGE AREAS:

- Experience working with big data, data mining and technology systems.
- Strong understanding of data governance, privacy, and security principles and practices
- Strong technical skills in data modeling using SAS.
- Strong technical skills in data modeling, SQL, ETL processes, and reporting tools such as Power BI, Tableau, or MicroStrategy
- Knowledge of financial modeling/reporting, planning and financial reference tools and data schema
- Experience with Project Planning and Management
- Working knowledge of accounting and or financial rules and systems
- Demonstrated ability to understand needs of internal customers and the ability to effectively communicate with internal customers and project teams.
- Knowledge of data analytics technologies, including BI and data visualization tools
- Excellent knowledge and experience with team-building and team-leading skills
- SAS, Tableau, and MicroStrategy reporting

SKILLS/ABILITIES:

- Skill/Ability to manage multiple projects and tasks.
- Skill/Ability to effectively challenge, persuade and influence senior leaders.
- Skill/Ability to lead, supervise, direct, train, develop, monitor, motivate, appraise, and discipline staff.
- Skill/Ability to analyze workflow issues and allocate/delegate work to staff.
- Skill/Ability to resolve sensitive issues and problems.
- Skill/Ability to research and analyze information and interpret laws/regulations, policies, and procedures to proactively make and implement recommendations and decisions.
- Skill/Ability to manage multiple projects and tasks.
- Skill/Ability to work independently and as a team with co-workers to address and resolve issues.
- Skill/Ability to develop, provide, and monitor training.
- Skill/Ability to coordinate, facilitate, and make presentations.
- Skill/Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of "stakeholders"

WORK ENVIRONMENT

Physical Requirements:

- Incumbent works in the usual office environment.

Travel:

- Travel to various work sites and locations for training and/or meetings.

Emergency call backs:

- Not Applicable

Work Hours:

- Work hours may vary.