DUTY STATEMENT

State of California
Department of Industrial Relations
EST. 1927

☐ **CURRENT**
☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	**WORKING TITLE**
Information Technology Specialist I (ITS I)	Cloud Data Engineer

PROGRAM NAME	**UNIT NAME**
Office of Information Services	Google Cloud Platform

ASSIGNED SPECIFIC LOCATION	**POSITION NUMBER**
1750 Howe Avenue Sacramento, CA 95825	400 – 175-1402-901

BARGAINING UNIT	**WORK WEEK GROUP**	**BILINGUAL POSITION**	**CONFLICT OF INTEREST FILER**	**BACKGROUND CHECK**
R01	E	No	Yes	No

General Statement

Under the general direction of the Information Technology Supervisor II, the Cloud Data Engineer will be responsible for the analysis, design, implementation, administration, and optimization of our organization's cloud infrastructure on DIR's Google Cloud Platform (GCP). The incumbent will work on projects to ingest, store, process, analyze, explore, and visualize data on Google Cloud Platform and will work closely with other teams to ensure smooth operation, security and scalability of DIR's GCP Platform.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
40%	Design, deploy and build optimized data pipelines to support efficient ETL processes from various sources and storage systems. Work closely with business and technical stakeholders to develop data models and pipelines for research, reporting, analytical processing, analytics, data mining and machine learning. Design and create data visualizations such as Looker Dashboards using LookerML that effectively communicate key information as required by DIR stakeholders. Develop and implement data validation and analysis methods to ensure data quality and compliance with data governance and security policies using tools like BigQuery, Dataflow, Cloud Functions, Dataproc, and Dataplex, leveraging services such as Data Loss Prevention (DLP) and integrating with data quality platforms as needed. Automate repetitive tasks using scripting languages and infrastructure as code tools such as Terraform. Create, update, and maintain technical documentation such as technical design documents, data model and business process specifications, third party application

feature guides, and end user manuals using designated tools when a new application is deployed, or an existing configuration is changed.

Define, configure and conduct data profiling, data cleansing and data migration activities from a legacy system to a new system to ensure the accuracy, completeness, consistency, and validity of data.

Define, configure, and implement a data archival policy to support cost effective storage, enhanced data security, and improved data accessibility.

Evaluate the new document management tool including usability and user adoption, analyze tool performance, assess data organization and accessibility, security and compliance review, integration with existing systems, and solicit feedback while recommending iterative changes for improvements.

Track GCP tenant costs for each group based on usage in order to support resource optimization, storage optimization and efficient data processing.

30%	Perform Unit Testing, Integration Testing, Functional Testing, and Regression Testing of all new functionality, bug fixes, and/or new software to the Production Environment to verify that the developed application or system functions correctly and meets the requirements defined by business owners, business sponsors and subject matter experts. Write test cases and follow best practices to meet code coverage requirements and validate all possible scenarios. Troubleshoot, track, and conduct, and document root cause analysis of any data platform issues utilizing standard procedures until resolved or escalated. Manage service requests and work closely with the release manager to follow the proper procedures of releasing bug fixes to the Production environment Document functional and non-functional aspects by using tools like Word, Excel, JIRA, and Confluence for usability and security, specifying access, and update permissions.
20%	Provide high quality customer service including promptly managing incoming requests, conducting regular team check ins, prioritizing technical tasks, documenting required information, and actively communicating with the end users and project team members. Facilitates elicitation sessions with business owners and subject matter experts to gain a deep understanding of their needs and objectives Prepares and presents analysis findings and recommendations to project stakeholders to ensure approval of project approach.

Percentage of Time Spent	
10%	Perform other duties as required, attends trainings, meetings and participates in other projects as needed.

Percentage of Time Spent	Marginal Job Functions

Conduct, Attendance, and Performance Expectations

The Information Technology Specialist I shall:

Maintain a high level of integrity, professionalism and confidentiality; use sound professional judgment, exercise initiative, and objective action. Consistently behave in an honest, fair, and ethical manner. Communicate clearly, simply, and effectively. Work cooperatively with all levels of OIS management and staff, other government agencies, and stakeholders to provide the highest level of service possible in person, by phone or email. Develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department/division, directives, policies and procedures, including but not limited to, attendance, leave, and conduct. Maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Perform all work in accordance with DIR-OIS Compliance Policy and Procedure Directives and Memoranda.

The Information Technology Specialist I must have strong computer skills and extensive knowledge of data analysis, database and data modeling concepts, data visualization and reporting, and demonstrate critical thinking; have the ability to apply advance business intelligence strategies and technologies, and capable to work independently or as a member of the team in a structured work environment, and to handle work assignments with competing priorities.

Supervision Received

The Information Technology Specialist I reports directly to and receives most assignments from the Information Technology Supervisor II; however, direction and assignments may also come from the Chief Cloud Technology Manager, the Assistant Chief Information Officer (ACIO), or Chief Information Officer (CIO).

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent performs work in an open-spaced, partitioned office environment in a building in Sacramento, CA. The office is climate-controlled with natural and artificial light. The incumbent will utilize the computer daily. DIR is currently in a hybrid telework schedule and Incumbent will be required to work on site two days a week. The incumbent will be a participant in meetings in both physical and virtual locations. E.g. conference rooms and offices, and WebEx and Zoom teleconferences.

Special Requirements/Other Information

Applicants must be legally authorized to work in the United States without current or future need for visa sponsorship or employment-based green card processing support.

Physical Abilities

The position requires the ability to remain in a stationary position for extended periods of time, operate a computer, and move and transport office items in a safe manner. Occasional bending, stooping or

other physical activities related to the use of standard office equipment may be required.

Additional Requirements/Expectations

The incumbent shall keep up to date with emerging trends and best practices in the technology and communications industries and evaluate their potential impact on the organization's IT strategy and implementation. DIR does not participate in E-Verify.

Personal Contacts

The incumbent will need to interact with the Office of Information Systems (OIS) Management Team, OIS Technical Team, Information Security Office, Project Management Office and Division SMEs.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

J.W.	09/03/2025
C&S Analyst Initials	Approval Date