

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS DUTY STATEMENT

CLASSIFICATION TITLE	DIVISION NAME
Information Technology Specialist I	Information Technology Division
WORKING TITLE	OFFICE/SECTION/UNIT NAME
Data Analyst/Reports Developer	Business Application Services Office/Business Intelligence Services Section
EMPLOYEE NAME	POSITION NUMBER
Vacant	333-350-1402-010

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under direction from the Information Technology Manager (ITM) I, Business Intelligence Services Section (BISS) Chief, the Information Technology Specialist (ITS) I, Data Analyst/Reports developer has the responsibility for reviewing and understanding the data models, analyzing the data and developing reports to meet Financial Information System for California (FI\$Cal)'s needs.

The ITS I works closely with the departmental business stakeholders and other divisions of the Department of FISCAL (FI\$Cal) and is responsible for designing and developing the reports using SQLs and other technical components to meet the business needs while ensuring adherence to FI\$Cal business and technology vision, goals, and objectives.

This position's responsibilities fall mainly in the Software Engineering domain. The software engineering domain includes a variety of tasks including but not limited to the architecture, development, operation, and maintenance of software systems, including user research, user-centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services.

SUPERVISION RECEIVED

Reports to directly to the ITM I, Business Intelligence Services Section (BISS) Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
45 %	Design, Develop, Test, and Implement • Gather and develop requirements including use cases/user stories from FI\$Cal partner departments and other state agencies. • Review data models and analyze the data. • Design, develop, test, and implement forms, reports and batch processes. • Design, develop, test, and implement supporting database objects (tables, views, materialized views, triggers, functions, stored procedures, etc.) for reporting. • Develop and thoroughly test code (e.g. SQL scripts, batch scripts, etc.). • Develop technical documentation related to application design and development. • Review technical documentation to ensure that the documentation is complete and correct. • Contribute to improving the system development life cycle (SDLC) process including the adoption of agile methodologies in accordance with the Information Technology Division's roadmap and strategy. • Ensure compliance with IT policies, standards, and industry best practices. • Design and implement security into the applications and reports built. • Develop and implement production loadplans and schedules.
40 %	Maintenance and Operations Support • Maintain and support deployed forms, reports, database objects, and code in the production environment. • Schedule and monitor production batch processes (e.g. ODI loadplans) and resolve issues with the scheduled batch processes. • Analyze the incidents raised by end users, troubleshoot the incident and provide resolution in a timely manner. • Analyze the production issues with the code (e.g. Dashboards, reports, analysis, SQLs, batch processes etc.) and resolve the issues in a timely manner. • Work with technical staff and program division users to troubleshoot and remediate incidents. • Provide access to the applications using the project-defined procedures. • Mentor and provide technical guidance to other team members.

	• Perform testing as needed when hardware/software infrastructure systems are upgraded and/or patched. • Provide extended support (after business hours and weekends) during critical periods of the budget cycle.
10 %	Research/Reports • Provide technical expertise and support for complex solution implementations. • Research new technology solutions, conduct proof of concepts and implement new technology solutions. • Maintain current with job-relevant technologies. • Provide status reports to executives, management, and shareholders on a scheduled or as-needed basis. • Attend training classes as needed and required. Satisfactorily complete all FI\$Cal and team training requirements.
% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and

assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst PR

Date Revised: 8/1/2024