



Job Description

Classification: Information Technology Specialist I

Working Title: Business Data Analyst

Position Number: 358-516-1402-006

Division/Unit: Information Technology Services Division / Data Analytics & Reporting Services

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the direction of the Information Technology Services Division (ITSD) Data Analytics & Reporting Services (DARS) Manager (Information Technology Manager I), the Business Data Analyst is responsible for providing expertise and direction in organizing, proposing, producing, testing, and adapting data and information assets that result from detailed technical analysis of business needs and business data for California State Lottery (Lottery) business and technical activities. Responsibilities include analysis of Lottery gaming and Lottery business data and information; developing data specifications and information standards; creating analytical data models and conceptual database designs; and collaborating with users and developers on methods in which data is collected, stored, arranged, integrated, and utilized in data systems and organizations. The duties for this position are focused in the Business Technology Management, Software Engineering, and IT Project Management domains; however, work may be assigned in other domains as needed.

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45% (Essential) Performs as a business analyst with responsibilities for requirements management and documentation. Leads the effort of gathering and documenting business, data, and system needs, processes, functions, and non-functional requirements for the Lottery's complex business intelligence and data analytics systems. Facilitates requirements meetings, provides meeting documentation, and drives the requirements documentation to completion. Performs project management activities to ensure that all project related work is planned, organized, and coordinated with ITSD, vendors and business areas. Acts as an advisor/technical liaison between the business, development, and vendor teams. Provides support for business user issues related to Lottery business intelligence, reporting, data analytics, and related decision-making systems and applications. Communicates and collaborates with both business and technical teams to interpret and document business and technical needs and requirements.

30% (Essential) Defines new and administers existing system functional requirements. Improves Lottery application functionality by investigating and integrating new technologies. Leads the effort of troubleshooting technical problems and recommends and implements effective solutions. Provides assistance to engineers, analysts, and development teams to ensure solutions meet business and technical requirements, align with strategies, conform to IT architecture, and interface with existing Lottery information systems.

20% (Essential) Provides support and guidance to other analysts in gathering and analyzing business and technical needs in support of business cases, proposed projects, and systems requirements; participates in



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data and application testing to ensure the application meets the customer needs. Responsible for providing IT technical services and support for applications. Provides back-up support to other team members in their absence. Maintains detailed knowledge of the application systems to address questions and troubleshoot as necessary. Works independently or with minimal guidance when necessary to identify and develop detailed software/system requirements and change requests. Maintains documentation on all assignments. Champions and exercises continuous improvement while leveraging industry best practices. Maintains and upgrades technical skills and awareness of current best business practices based on research as it applies to departmental and statewide financial management processes and systems to support continual service improvement.

5% (Marginal) Perform other job-related duties as assigned such as but not limited to: developing/maintaining various documentation, acting as a project lead, and performing analysis and consulting services.

Scope and Impact

- a. **Consequence of Error:** ITSD is responsible for delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1,000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

Errors, incomplete staff work, poor recommendations, and/ or poor decisions may result in the loss of or disruption of major service to customers and/or the inability of ITSD to meet business needs. As appropriate, staff must be available to respond to service outages that affect daily operations to ensure business continuity.

- b. **Administrative Responsibility:** None, but the Business Data Analyst will assist with the training of any new personnel for the unit.
- c. **Supervision Exercised and Received:** The Business Data Analyst is under direction of and receives most assignments from the Data Analytics & Reporting Services Manager; however, direction and assignments may also come from the extended ITSD management team. This position does not supervise others.
- d. **Personal Contacts:** The Business Data Analyst interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.



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Physical and Environmental Demands

Not Applicable.

Working Conditions and Requirements

The Business Data Analyst works in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position supports the Lottery during normal business hours from 8:00 a.m. to 5:00 p.m. unless otherwise approved by the unit manager. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
- b. **Travel:** Statewide overnight travel may be required.
- c. **Other:** This position may be required to carry a Lottery issued cell phone. This position may be required to be reachable outside of normal business hours.

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



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Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- **Essential Functions** – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- **Marginal Functions** – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. **Consequences of Error:** (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. **Administrative Responsibility:** (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. **Supervision Exercised and Received:** (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. **Internal Personal Contacts:** (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. **Schedule:**
- b. **Travel:**
- c. **Other:**

Effective Date: Enter the effective date of the duty statement (employee appointment date).