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: ☐ Covered, Work Week Group 2 ☒ Not Covered, Exempt WWG ☒ E or ☐ SE

PURPOSE/SCOPE:

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

- Support data and technology solutions aligned with organizational goals and objectives, including creation, collection, storing, cleansing and analyzing of data.
- Support data analytics and governance policies and procedures.
- Support 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.

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: March 9, 2026

KEY RESULT/ESSENTIAL FUNCTIONS:

In all aspects of performing the following Key Results/Essential Functions the incumbent will:
- Comply with the Code of Conduct
- Maintain regular and predictable attendance and/or communication availability during working hours.
- 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.
- 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.
- Stay up to date on the latest data analysis tools, techniques, and industry trends to continuously improve analytical skills and methodologies
- Adhere to business standards and application of data definitions
- Ensure data accuracy, reliability, and fit for intended purpose
- Follow security protocols for data protection and compliance regarding access, PII and sensitive data sharing

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.

40%
1. Data Management and Engineering (This is an Essential Function)

    a. Design, develop and maintain Finance data and technology architecture, and data technology solutions.
    b. 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.
    c. Coordinate and consult with users, administrators, and engineers to identify business and technical requirements
    d. Create data modeling and database design standards and procedures.
    e. Create data integration and migration strategies.
    f. Manage and maintain databases and software systems.
        i. Database Querying: Writing SQL queries or using other database tools to retrieve and manipulate data from relational databases.
        ii. Troubleshoot, track, and conduct root cause analysis of system/database/operational issues including query optimizations
    g. Analyze financial system impacts and exposure based on emerging changes in NextGen systems.
    h. Coordinate system installation, operations, maintenance, repairs, and/or upgrades.
    i. Information technology consultation in support of business programs
        i. Troubleshoot, track, and conduct root cause analysis of system/database/operational issues
        ii. Establish financial systems management guidelines in relations to State Fund overall system infrastructure.
        iii. Develop, implement, and maintain security and privacy training in compliance with IT audit requirements
        iv. Consult with stakeholders to identify infrastructure system requirements and recommend technology, hardware, software, and plans installation.
        v. Define and design software solutions in support of finance programs.
        vi. Advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs.
        vii. Conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements to meet current and future needs.

        viii.   Perform software product deployment and testing, identify key performance indicators and monitor performance management activities.

        ix.   Coordinate system installation, operations, maintenance, repairs, and/or upgrades.

40%

2. Data Analysis and Reporting (This is an Essential Function)

a. Data Collection and Cleaning
    i. Data Lineage – Identify data origination, track data flow, and data transformation processes.
    ii. Collect & integrate data from multiple sources, whether internal databases, external APIs, or third-party data providers.
    iii. Ensure data is accurate, consistent, and usable by handling missing values, outliers, and incorrect entries.
    iv. Ensure the accuracy and completeness of data, including conducting data quality checks and reconciliations.

b. Data Modeling and Analysis
    i. Exploratory Data Analysis (EDA): Performing statistical analysis to identify trends, patterns, and relationships in the data.
    ii. Data Interpretation: Analyzing data using various techniques like descriptive statistics, regression analysis, and hypothesis testing to derive actionable insights.
    iii. Statistical Modeling & Predictive Analysis
        • Modeling Data: Building and applying statistical models or machine learning algorithms to predict future trends or behaviors.
        • Forecasting: Using time series analysis or other methods to forecast future outcomes based on historical data.

c. Reporting and Presentation
    i. Creating Dashboards: Developing dashboards that allow stakeholders to track key performance indicators (KPIs) and other metrics in real-time.
    ii. Providing Insights: Translating raw data into clear, actionable insights that drive business strategy and performance.
    iii. Develop and maintain a reporting road-map to ensure that reporting initiatives are aligned with business goals and priorities.
    iv. Evaluate and implement new reporting tools and technologies to improve the efficiency and effectiveness of reporting processes.
    v. Monitor and analyze report usage and user feedback to continuously improve the quality and relevance of reports and dashboards.
    vi. Manage report distribution and access permissions to ensure that sensitive data is protected and that reports are available to authorized users.
    vii. Provide training and support to end-users to promote self-service reporting and data-driven decision-making across the organization.
    viii. Leverage use of Data lakes, artificial intelligence, and machine learning in reporting needs.
    ix. Application of accounting rules and Statutory Accounting Principles on business and project solutions.

d. Continuous Learning and Improvement
    i. Keeping Up with Tools and Trends: Staying updated on the latest data analysis tools, techniques, and industry trends to continuously improve analytical skills and methodologies.

20%

3. Data Governance (This is an Essential Function)

    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.
    j. Document data processes, methodologies, and findings to ensure transparency, reproducibility, and consistency.

100%

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

KNOWLEDGE AREAS:
   Educational Background:

- Proficient knowledge in Data Science, Computer Science, Mathematics, Information Technology or equivalent technical experience
- Hands-on experience working with big data, data engineering /curation, mining and BI reporting technology systems.
- Certifications* - Completion or progress toward the following certification or curriculum is encouraged within 1.5 years of hire/appointment (intermediate level preferred; advanced is a plus).
  - **SQL** —(https://mylearn.oracle.com/ou/learning-path/earn-the-oracle-database-sql-certified-associate-credential/80636/)
  - Completion of curriculum for **SAS Enterprise Guide** and **SAS Office Analytics**

* The relevant certifications are subject to change as new technologies emerge. Management will communicate any changes to the incumbent.

  - Power BI and MicroStrategy - Data visualization
  - Working knowledge of accounting and or financial rules and systems

Database Engineering/Management
- Proficiency in development and maintenance of data and technology architecture, and data technology solutions
- Develop and manage data modeling and database design standards and procedures.
- Develop and implement data integration and migration strategies.
- Manage and maintain databases and software systems.
- Proficiency using SQL for creating, modifying, or querying databases
- Proficiency using SAS for advanced data analysis, data management, and predictive analytics

- Data Cleansing – data validation and cleansing to ensure quality and accuracy
- Understanding of relational databases, data structure, and ETL processes
- Understanding of APIs (Application Programming Interface) - process to be able to extract data from various system
- Data Warehousing - Understanding of data warehousing concepts and tools for structured storage of data

Reporting and Dashboarding
- Data Modeling – design/identify data sourcing and elements needed for reporting
- Advanced knowledge in generation of dashboards/reports utilizing BI tools like Power BI and Micro Strategy – able to source data from various systems and generate actionable insights

SKILLS/ABILITIES:
- Skill/Ability to make independent decisions and recommendations.
- Skill/Ability to effectively challenge, persuade and influence senior leaders.
- Skill to prepare and provide supporting documentation.
- Ability to communicate professionally and effectively, verbally and in writing, with a variety of stakeholders (including communicating findings to non-technical stakeholders)
- Ability to acquire, comprehend, apply, and maintain working knowledge of the State Fund Financial and Accounting processes, practices, and procedures.
- Skill/Ability to work independently and build rapport & function as a team player.
- Ability to resolve sensitive issues and problems and work collaboratively with internal and external team members
- Skill/Ability to develop and conduct training sessions.
- Skill/Ability to coordinate, facilitate, and make presentations.
- Skill/Ability to maintain high ethical standards and demonstrate personal integrity.
- Ability to manage multiple projects of varying complexity while meeting deadlines and deliverables
- Ability to assess large data sets, identify trends, and extract actionable insights
- Ability to apply statistical analysis in problem solving reporting
- Strong attention to detail to ensure accuracy and quality of data
- Ability to diagnose and fix issues related to data quality and system errors
- Technical Skills – Proficient in the following tools:
  - Excel (Pivot tables and macros)
  - Access
  - SQL - Multiple data sources, Complex aggregate functions, Joins, Debugging code
  - SAS - Data modeling, analysis, and reporting
  - BI Reporting (Power BI and MicroStrategy)
  - EPM reporting tool such as Oracle Hyperion/Essbase and SmartView

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.