



Classification: Information Technology Specialist III
Position Number: 880-280-1415-012

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-280-072	Classification Title: Information Technology Specialist III	Position Number: 880-280-1415-012
Incumbent Name: Vacant	Working Title: Lead Quality Assurance, Development and Automation Architect (Data)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: M01
Division/Office: Division of Information Technology		Section/Unit: Special Projects Unit
Supervisor's Name: Vacant (Ben Rogers – Acting)		Supervisor's Classification: Information Technology Manager II (CEA B – Acting)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Information Technology Manager II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.
Position Description
Act as a Lead Quality Assurance, Development and Automation Architect (Data) and provides expert-level automation and data development functions in support of the agency's enterprise systems. The incumbent will lead enterprise automation development work to create new technical data solutions and enhance existing systems to streamline technology across the organization. The incumbent works independently and acts in a lead capacity in the planning and coordination of activities that require the development of technology solutions for the most complex business, scientific or engineering problems.
Essential Functions (Including percentage of time):



40%	<p>Leads the design, development, and implementation of innovative information technology solutions that support and enhance enterprise business programs, operational efficiency, and strategic objectives.</p> <p>Provides advanced technical leadership in the planning, execution, and governance of technology projects that modernize business processes and enable digital transformation.</p> <p>Works directly with business/programming teams at all levels to elicit requirements and works with the Lead Quality Assurance, Development and Automation Architect (Applications) to match these requirements to the appropriate technology solution(s).</p> <p>Evaluates complex database structural requirements by analyzing customer operations, applications, and programming. Evaluates complex system solutions and makes recommendations for new and existing complex application and interface projects to ensure system solutions align with the enterprise data architecture.</p> <p>Applies expert-level knowledge and skills of data modeling tools and methods to ensure optimal design of data structures for reporting, application efficiency, security, and data extraction.</p> <p>Leads the development of the most complex database solutions by designing data models across all phases of data modeling, from conceptualization to database optimization. Designs and develops the most complex Extract-Transform-Load (ETL) processes and standards used to integrate data from multiple systems when required.</p> <p>Assists the Information Technology Manager II in project identification, intake, effort/complexity estimation, and prioritization.</p> <p>Develops technical standards, best practices, and solution roadmaps that promote innovation while ensuring reliability, security, and maintainability of business systems.</p> <p>Incorporates Quality Assurance/Testing into solution development and develops automated test scripts appropriately in line with industry standard tools and best practices. Develops standards and processes for Quality Assurance/testing across the organization and works with developers across IT to establish testing standards, scripts and automations for each project. Supports program/business staff during User Acceptance Test.</p> <p>Promotes the use of no/low-code and Artificial Intelligence solutions where appropriate, establishes guardrails and governance, and provides training to business teams.</p> <p>Performs knowledge transfer to business and DIT application development teams and leads the transition of newly completed data solutions and ETL/pipelines to maintenance and support teams.</p>
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20%	<p>Researches, evaluates, and documents strategy and work plans for migrating existing databases (and other data storage systems used by business teams such as Access, Excel and SharePoint lists) and unstructured data such as PDF and Word document files to a cloud-based architecture and to the organization’s enterprise data warehouse (Snowflake).</p> <p>Develops re-usable innovative data solutions, tools, and automations to deliver incremental business value for programs in advance of full application and data migrations/modernizations.</p> <p>Incorporates Quality Assurance/Testing into solution development and develops automated test scripts appropriately.</p> <p>Identifies opportunities to apply Machine Learning and other Artificial Intelligence techniques to new and existing datasets.</p> <p>Works to create environments, setup tools (for example R/R Shiny) and data sandboxes for program teams to apply and fine-tune these tools and models.</p>
20%	<p>Serves as a subject matter expert and data applications advisor on large IT transformation projects.</p> <p>Reviews relevant contractor/vendor deliverables and advises project teams of best practices and DIT standards. Participates in appropriate meetings and workshops for large IT projects.</p> <p>Works to ensure vendor work is to the highest standard and has a path to eventual handover to DIT staff, where appropriate.</p> <p>Works as part of a team of Data Architects responsible for providing expert-level data architecture leadership and development functions in support of the agency’s diverse enterprise data needs including enhancements related to IT projects.</p> <p>Works with data architects and the larger DIT and organization teams to enhance the organization’s enterprise data architecture.</p>
Marginal Functions (Including percentage of time):	
5%	<p>Evaluate and recommend vendor software packages and hardware/software purchases and evaluates emerging technologies, tools, and methodologies to identify opportunities for innovation, process optimization, and improved service delivery across business units.</p>
5%	<p>Provide technical training, mentoring and knowledge transfer to DIT staff on all aspects of data architecture, systems analysis, troubleshooting, coding, testing, implementation, maintenance, and operations of data management solutions. Work as a Project Lead on other special projects, and other duties appropriate to the classification.</p>



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5%	Attend regularly scheduled DIT staff meetings, training sessions.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, attend video conferencing meetings, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above the shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday. Mandatory overtime may be necessary when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date