



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	CallInnovate
Classification	Information Technology Specialist III
Working title	User Experience Designer
Position number	418-100-1415-900
Prepared date	2/11/2026
Effective date	
Name	Vacant

General statement

Under the administrative direction of the Head of Design, the User Experience (UX) Designer creates user-focused, effective, and accessible digital services and products for Office of Data and Innovation (ODI) and our partners. They work independently on assigned projects while aligning to the broader direction set by the Head of Design and other senior leaders. They use iterative design methods and apply both user experience and service design practices to organize complex services and improve how programs work. They collaborate with other UX designers, user researchers, content designers, data professionals, and developers. Through this work, they design and improve digital services that help state departments carry out their mission and deliver better services to Californians.

Essential functions

Percentages	Description
35%	<p>Core UX and service design execution</p> <ul style="list-style-type: none"> ● Design and improve products and services that improve the user experience for Californians. ● Design user experiences for internal and public-facing platforms, delivering clear, thoughtful, and visually polished interfaces. ● Create design artifacts such as wireframes, high-fidelity prototypes, user flows, service blueprints, and journey maps that move work from concept to delivery. ● Produce high-quality visual and interaction design that reflects strong layout, hierarchy, and accessibility practices. ● Apply service design methods to understand and improve the full experience across teams, systems, policies, and touchpoints. Help organize complex services so they are clear and connected. ● Translate research insights into design recommendations and prototypes that engineering can implement.
25%	<p>Facilitation and cross-team collaboration</p> <ul style="list-style-type: none"> ● Facilitate or support workshops, working sessions, and co-design activities to align teams and move projects forward. ● Partner with researchers to plan and participate in qualitative and quantitative research, usability testing, and participatory design activities. ● Partner with product managers to help shape strategy and priorities by translating user insights into human-centered design decisions. ● Collaborate with content teams to fit designs with content, adjusting each to deliver good user experiences. ● Co-design with Californians and partners (internal and external) to ensure products and services reflect real user needs, behaviors, and contexts.
20%	<p>Independent work and support of senior designer</p> <ul style="list-style-type: none"> ● Work independently on assigned projects while supporting a more senior designer in shaping overall direction and aligning to broader design goals. ● Promote inclusive design and research practices that support accessibility, equity, and consistency across products and teams.
15%	<p>Broader practice and statewide contribution</p> <ul style="list-style-type: none"> ● Stay informed about emerging technologies and share insights with the team to improve our design practice. ● Assess the current state of digital services provided by California state government and contribute to efforts that improve design practices across projects. ● Support programs, policies, and platforms that advance digital service innovation in California state government.

Marginal functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision received

The User Experience Designer will report to the Head of Design (CEA-B). Assignments may also come from the Deputy Director, Service Innovation.

Supervision exercised

None

Working conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento or Oakland, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work full-time from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

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.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee signature	Employee printed name	Date

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

Supervisor signature	Supervisor printed name	Date