



Duty Statement

Request for Personnel Action (RPA) Number 2526-02370	Effective Date
Classification Title Information Technology Associate	Position Number 564-261-1401-022
Working Title Data Governance Analyst	Bureau and Section Quality Assurance Bureau Intake, Data & Integration QA Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR’s Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general supervision of the IT Supervisor II Unit Supervisor, the Data Governance Analyst performs a variety of defined tasks requiring occasional innovative problem-solving and will work with the IMB team to design, maintain, and implement data services for FTB’s enterprise data stores. The incumbent will have a comprehensive understanding of the tools and techniques involved in data ingestion, data integration, and data consumption. The incumbent will also provide data and ad-hoc query support to business and technical partners throughout the department. The incumbent will develop knowledge of FTB enterprise systems, data architecture, data sources, and data services best practices. The incumbent is expected to work cooperatively with bureau and Technology Services Division (TSD) technical staff in support of planning and software implementation activities. The incumbent promotes an environment and atmosphere of teamwork and cooperation consistent with the department’s values. The incumbent promotes, establishes, and maintains relationships with representatives from different divisions across the department. This position provides services in the *Software Engineering* domain.

The use of designated productivity tools to plan, schedule, and complete assigned work successfully is expected and includes but is not limited to: Microsoft Azure DevOps, Excel, Outlook, PowerPoint, Project, SharePoint, Teams, Visio, and Word.

Essential Functions

Percentage	Description
50%	Design, develop, and maintain data services to achieve the department’s business and technology goals related to enterprise data. Works with business and technical partners to gather data requirements and identify appropriate solutions for enhancements, corrections, conversions, and validations to ensure that data standards and data quality meet operational goals and objectives. Execute technical analysis to develop and maintain system design documents and specifications that describe how data processes meet business requirements. Participates and assists in technical design and code walkthroughs/reviews. Develops and maintains test scenarios, test scripts, test data, and validates test results to expected outcomes. Develops and executes ad-hoc queries and/or data fixes on various server platforms using a variety of methods, scripting languages, and tools. Works collaboratively with technical partners and business stakeholders in the implementation of technical solutions to maintain or improve the performance and availability of enterprise data. Works with TSD technical staff to implement appropriate automated system monitoring solutions. Provides guidance in the analysis and resolution of enterprise data production issues.

