

## DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 626 - 1402 - 105
DIVISION/UNIT Enterprise IT Solutions & Innovation/Data Solution Services/Data Services & Reporting	CLASS TITLE Information Technology Specialist I
INCUMBENT NAME Vacant	WORKING TITLE Data Analytic Specialist
CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.	
Under direction of the Data Services & Reporting Supervisor, the Information Technology Specialist I (ITS I) will act as the Data Analytic Specialist and perform various data analytic design and development, production support, troubleshooting, and other hands-on data delivery tasks.	
The Data Analytic Specialist develops solutions to implement business intelligence use cases to engage, collaborate, and deliver data analytic assignments and production support to add business value to users and members. The incumbent will develop business intelligence and data warehouse solutions by leveraging cloud managed services for deployment to the CalSTRS Analytic Platform.	
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p><b>Advanced Analytics, BI Development, Data Quality &amp; Security</b> Develop, design, and maintain enterprise dashboards and analytical solutions using Power BI or similar BI platforms to deliver actionable insights that support organizational decision-making. Perform advanced data analysis and data modeling using Structured Query Language (SQL), analytical expressions, and BI modeling techniques to produce accurate, reliable, and meaningful reporting outputs. Apply advanced statistical methods such as multivariate analysis, time-series analysis, and predictive modeling to analyze complex datasets and support enterprise analytics needs. Implement and maintain data-quality standards to ensure the accuracy, completeness, consistency, and integrity of enterprise data, supporting regulatory, governance, and reporting requirements. Collaborate with the Information Security Office, Enterprise Architects, and Infrastructure &amp; Operations teams to maintain data-security controls, ensure compliance with data-protection policies, and support enterprise data-governance standards. Provide enterprise-wide analytics support to ensure business areas have access to high-quality, well-organized datasets and dashboards that enable data-driven decision-making.</p>
25%	<p><b>Stakeholder Engagement, Requirements Translation &amp; Solution Architecture</b> Collaborate and engage with stakeholders across different business areas to understand specific business challenges and objectives. Translate business requirements into data analytics tasks and define measurable success criteria for analytical projects. Collaborate with cross-functional teams, including business analysts, ETL developers, data engineers, data architects, and domain experts, to understand data sources, data attributes, data flow, and data transformation. Design and develop analytical solutions that address data security to provide actionable insights and recommendations, optimize the analytical models, and create visualization dashboards. Define and promote the standards across all data functions, technologies, methodologies, delivery, and communication of these concepts.</p>
25%	<p><b>Data Architecture, Cloud ETL Engineering &amp; SQL Optimization</b> Work with data architects and database administrators to design and optimize data models and schema for data solutions. Formulate input for the structure of the data tables, dimensions, and facts to ensure effective support of analytical queries. Communicate data transformation requirements, data quality standards, and data cleansing rules to ensure that data solutions possess accurate and reliable data. Communicate and follow the data governance principles, data access controls, and data privacy regulations to stakeholders to ensure proper data management practices. Collaborate with database administrators and developers to optimize query performance and ensure efficient data retrieval.</p>
15 %	<p>Serve as a key point of contact for training staff on data analytics methods, including statistical analysis, data mining, machine learning, and predictive modeling. Develop clear documentation to help users interpret analytics results, recognize patterns and trends, and extract actionable insights. Educate users</p>

on data management and data warehouse best practices—such as adhering to data standards, following naming conventions, and maintaining data integrity. Support ongoing learning by promoting a culture of continuous development in data analytics across the organization and assist users in building the knowledge needed to work effectively with datasets and analytics tools.

5%

**MARGINAL FUNCTIONS**

May be called upon to participate in testing activities or quality assurance reviews of code and documentation for other team members or teams.

**COMPETENCIES**

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position’s CalSTRS class competencies located in the [Competency Guide](#) on Central.

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS’ policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR’S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR’S NAME (Print)

SUPERVISOR’S SIGNATURE

DATE SIGNED

**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’S NAME (Print)

EMPLOYEE’S SIGNATURE

DATE SIGNED