

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-100-1402-020	Date:
Class: Information Technology Specialist I	Name:
Under general direction of the Information Technology Supervisor II, this position is an Application and Development Services (ADS) Information Technology Specialist I. The incumbent demonstrates full competence in analytical, technical, and administrative functions in support of CalVet's information technology (IT) environment. The incumbent develops and maintains key components of the data management framework. This position works closely with CalVet Executive staff, Subject Matter Experts, Team Members at all levels, Reporting Agencies, and Contractors. The incumbent will follow the IT policies and standards outlined in the Statewide Administrative Manual (SAM), and Statewide Information Management Manual (SIMM); and adhere to CalVet's Information Services Division (ISD) policies, standards, and guidelines. The primary duties of this position are focused in the Software, System, and Information Security Engineering domains; however, duties may be assigned in the other domains as needed.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Participate in business intelligence growth for the agency. Directly support the Data Management Lead in development and maintenance of the data management framework. Assist in development of any data architecture needs. Develop data reports, dashboards, and presentation for business decisions. Collaborate on identification of any business intelligence requirements, specifications, and solution and database design. Maintain all related artifacts.
30%	Provide second tier help desk support by troubleshooting data issues and responding to customer requests. Participate in test and validation of system updates, releases, and executable file replacements. Perform data import and export activities. Provide support for mission critical production analytics solutions/applications as required. Work with business intelligence tools and configure environment settings as needed. Design, build, and promote data extraction, cleansing, transformation, and loading to create a methodical data structure that is well-suited for data querying and reporting. Identify and resolve data quality, incomplete and discrepancy issues to ensure the information produced by business intelligence strategies and technologies are complete and accurate.
15%	Assist with development of standards, analytics, data models, structure, monitoring, and planning for expansion. Propose technical solutions within scope of expertise. Assist customers in making information available in innovative ways using a variety of industry standard software tools and concepts. Train and assist end users on the proper use of dashboards and reports that include scheduling preparation of training materials and user guides.
10%	Ensure appropriate information security standards, policies, and controls are managed based on role. Using standard templates for agendas and minutes, organize and facilitate meetings and working sessions; record and distribute meeting minutes. Ability to travel to the various Veterans Homes and to various training courses as required.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-100-1402-020		Date:				
Class: Information Technician Specialist I		Name:				
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: View computer screen; read specifications, systems codes, and programming language.					X	
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Within the agency to various units.			X			
SITTING: Work station; meetings; training.			X			
STANDING: Monitor equipment function, assess equipment and structure status.		X				
BALANCING:		X				
CONCENTRATING: Review technical documents, network data, and electronic communication records.					X	
COMPREHENSION: Understand codes and regulations; technical documents and specifications; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X	
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance.					X	
LIFTING UP TO 10 LBS:					X	
LIFTING 10-25 LBS:		X				
LIFTING 25-50 LBS:		X				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X			
CARRYING: Assess and perform repairs.		X				
CLIMBING: Stairs.		X				
BENDING AT WAIST: Use copier; access low file drawers.		X				
KNEELING: Access low file drawers.		X				
PUSHING OR PULLING: Open and close file drawers.		X				
HANDLING: Sort paperwork; distribute mail.		X				
DRIVING: Special events		X				
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax; printer, specialized equipment.					X	
WORKING INDOORS: Enclosed office environment.					X	
WORKING OUTDOORS: Special events.		X				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____