Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title Information Technology Specialist I	**Division** Information Technology Services
Working Title Reporting and Data Governance Specialist	**Office/Unit/Section/Geographic Location** Infrastructure Office
Position Number 592-640-1402-009	**Name and Effective Date**

General Statement: Under the general direction of the Information Technology Manager I (ITM I) of the Infrastructure Office, in the Information Technology Services Division (Division), within the Department of Cannabis Control (Department), the Information Technology Specialist I (ITS I) will serve as the Reporting and Data Governance Specialist. The ITS I will function independently as a technical expert in the System Engineering domain, responsible for the design, development, and support of enterprise reporting solutions. The ITS I will analyze and resolve complex reporting issues, develop reporting architecture, and support the Department's data governance and Business Intelligence (BI) efforts. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

40% (E) Report Architecture and Development

Design, develop, test, and deploy a wide range of standard and ad hoc reports using the Department's enterprise business intelligence (BI) tools. This includes working closely with program staff and internal stakeholders to identify reporting needs, translate business requirements into technical specifications, and build complex structured query language (SQL) extracts and data outputs that support the operational and analytical needs of clients and Division leadership.

Prepare comprehensive technical documentation for reporting solutions and associated data processes. Documentation may include system specifications, detailed reporting and data requirements, design and architecture documents, workflow descriptions, user guides to support ongoing maintenance, troubleshooting, and user adoption of the Department's various program reporting tools and systems.

Establish, implement, and maintain development and coding standards across the Division reporting environment. This includes defining best practices for coding conventions, stored procedures, scripts, SQL optimization techniques, source control usage, and toolsets to ensure consistency, reliability, and efficiency in the development, deployment, and maintenance of reporting solutions.

20% (E) Business Analysis

Lead business analysis activities in support of enterprise reporting, including requirements gathering, process mapping, gap analysis, and solution design for the Department's various programs.

Conduct impact analyses to evaluate how proposed systems and/or reporting changes affect current and future Division reporting solutions.

Facilitate meetings with program and business subject matter experts to align reporting needs with Department policies, procedures, and enterprise standards.
Develop and maintain reporting design documents and technical specifications based on user requirements, participate in peer reviews to ensure high-quality deliverables, and recommend improvements to the Department's various programs.

20% (E) Data Visualization

Design and develop dashboards, visualizations, fact sheets, and reports to support Departmental data-driven decision-making. Artifacts will be presented to the public, Department staff, and other California state entities. Troubleshoot and resolve complex reporting, data, and performance issues to the Division reporting environment to ensure the accuracy, reliability, and usability of reporting products. Convert and migrate reports from native licensing and enforcement systems into the enterprise BI environment and build and maintain framework models to support consistent reporting structures. Publish, maintain, and manage reporting and visualization content for internal and external audiences.

10% (E) Data Governance

Support the development and implementation of Department-wide data governance policies related to data collection, storage, processing, analysis, and dissemination. Conduct data quality assessments, develop and monitor data quality metrics, and ensure that data within reporting systems is complete, accurate, and consistent. Collaborate with data owners, stewards, stakeholders, and Department staff to ensure timely, secure, and policy-compliant data sharing and reporting. Collaborate with Division staff to evaluate proposed system changes for alignment with enterprise reporting and data governance standards.

5% (E) Applications Monitoring

Monitor and analyze application performance for the Department's BI and reporting systems and identify and resolve complex system, data or programming issues. Coordinate with Database Administrators and infrastructure teams within the Division to ensure proper system maintenance, backups, upgrades, and version control within the reporting environments. Manage and maintain security settings, such as user access, permissions, and folder structures within reporting applications and ensure the reporting environment remains stable, current, and available to internal users and clients.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion

B. <u>Headquarters Designation</u>

Department Headquarters Office, Rancho Cordova, CA 95670

C. Supervision Received

The incumbent will receive assignments and directions from the ITM I; however, assignments and directions may come from the Career Executive Assignment- B.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have contact with all levels of the Department staff, consultants, vendors, and other government agencies.

G. Actions and Consequences

The incumbent will make decisions that impact the functionality of the Department technology applications and solutions. Failure to properly administer duties using good judgment, logic, and discretion may result in poor performance or unusable systems/applications, and prevent the Department end users from effectively performing their duties. In addition, substantial workload backlogs may occur, online consumer services may be unavailable, and the Department may be unable to carry out mandates designed to protect consumers, licensees, and applicants.

H. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the Division and/or the Department.

The incumbent is expected to work in an office setting with artificial light and temperature control. Sitting and standing requirements are consistent with work in an office setting. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required. The incumbent must occasionally move about inside the office to access office machinery.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public with equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This position requires the incumbent to communicate effectively (both orally and in writing) when dealing with the public and/or other employees, develop and maintain knowledge and skills related to specific tasks,

methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and adhere to Department policies and procedures.

The incumbent must be able to reason logically and creatively and utilize a wide variety of skills to resolve enterprise-wide technical connectivity issues, application development and multiple system interface issues. Additionally, the incumbent must have the ability to communicate and resolve business related issues/problems that require a technology solution. The incumbent must be able to develop and evaluate alternatives and research and present ideas and information effectively both orally and in writing. The incumbent must be able to consult with and advise interested parties on IT subjects, gain and maintain the confidence and cooperation of those contacted, accurately assign priorities to multiple projects at any given time while remaining flexible. The incumbent shall operate to protect the cyber security of individual departmental staff, the Department's network and infrastructure, and all data assets.

Criminal Offender Record Information (CORI) - Title 11, Section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times**.**
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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

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Employee Signature Date

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Employee's Printed Name – Classification

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

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

New 07/2026