

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Associate	Associate Data Analytics and Report Developer
NAME OF INCUMBENT:	POSITION NUMBER:
	280-343-1401-023
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Business Intelligence & Data Services (BIDS)/Data Analytics and Reporting Group (DARG)	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Technology Governance	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology	2/21/2025
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☐ Business Technology Management ☐ Information Security Engineering ☐ IT Project Management ☒ Software Engineering ☐ Client Services ☐ System Engineering Under the general supervision of the Information Technology (IT) Manager I, the IT Associate serves in the Software Engineering domain performing a variety of analytical and technical activities in support of the continued development of the departmental Business Intelligence (BI). Duties include data analysis and integration, and data mart and report development. The incumbent supports specific data analytics ad reporting products for all Branches of the Department, and provides training to business area staff as applicable. The incumbent also maintains knowledge of business programs, processes, data, and systems.	

The incumbent represents the interest of the Employment Development Department's (EDD) program customers, department goals, and IT Branch directives in developing new data analytics and reporting capabilities which lead to cost savings, improved analytical decision making, and faster response times for external and internal information requests.

The incumbent works collaboratively with the Technology Governance Division management team and staff, briefs and advises managers, exercises initiative, independence of action and originality, and demonstrates tact and good judgment. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

The incumbent contributes towards the growth of the IT Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

Percentage of Duties	Essential Functions
35%	Participates in the development and test of data analytics and reporting Group efforts at the EDD. Gathers customer reporting requirements and identifies needed data elements. Develops data marts and data integration packages and validates data integration results. Automates data refreshes by scheduling jobs. Develops custom and ad hoc reports. Documents integration and report specifications.
35%	Expands knowledge in current data analytics and reporting products use and support by keeping current in industry technologies and standards through research, training, and mentorship from senior staff member. Provides data analytics and reporting technical assistance, as and when required, support the section with data governance activities, for all the department's branches and proactively organizes and delivers training to end users in the current data analytics and reporting tools employed throughout the EDD.
25%	Maintains knowledge of customers' business processes, data, and transactional applications. Participates in development efforts to build or modify applications. Analyzes application documentation to understand data relationships and map source data to Business Intelligence & Data Services (BIDS) targets.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other:		
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse Outdoors ☐ Other: ☐		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☒ Other: not applicable		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	FNB	7/22/2026

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

Civil Service Classification
Information Technology Associate

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