



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1414 Information Technology Specialist II
Branch: Enterprise Modernization Project Branch	Working Title: Data Conversion Support Specialist
Unit: Enterprise Modernization Project Branch	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 716-1414-943	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 08/12/2026

Direction Statement and General Description of Duties: Under the general direction of the Modernization Technology Section, Data Technical Group IT Manager I (ITM) I, the Information Technology Specialist (ITS) II is in charge of leading comprehensive data conversion support, legacy migration, Master Data Management (MDM) solutions, and data pipeline engineering for the Digital experience Platform (DXP) Project and the larger DMV data ecosystem. The data conversion support specialist will develop and implement comprehensive tools and strategies that allow legacy data to be systematically transformed, validated, and migrated into modern architectures to support DMV modernization, decision making, and strategic planning.

The ITS II Specialist performs duties related to IT Project Management including, but not limited to: Communications, Project Planning, Quality Management, Stakeholder Management and Time/Schedule



POSITION DUTY STATEMENT

Management. The scope of responsibility for the ITS II requires enterprise oversight of strategic projects for DMV, special projects such as the DXP Project, and projects that include other departments including the California Department of Technology (CDT).	
Percentage and Essential/Marginal Functions:	
35%	Legacy Data Conversion Support and Defect Resolution (E) Manages and oversees comprehensive data conversion efforts, ongoing migration support, and Master Data Management (MOM) conversion defect resolution for the Enterprise Modernization Project, providing lead technical expertise for legacy migration planning, data mapping, and transformation strategies to ensure seamless data movement into target environments. Plans, designs, and implements complex processes for data intake, cleansing, and extraction from legacy sources, actively identifying, troubleshooting, and resolving conversion anomalies and data discrepancies. Evaluates system change requests to identify impacts on data migration pipelines, structures, and schemas, leading discussions with technical teams and stakeholders to resolve data conflicts and align conversion deliverables with project timelines.
30%	Data Conversion Pipeline Engineering and Data Transformation (E) Directs the technical delivery of end-to-end data conversion support activities, Master Data Management (MOM) solutions, and data pipeline engineering, focusing heavily on migrating, restructuring, and validating historical records into modern architectures. Develops and implements data staging, verification routines, and automated transformation scripts to optimize migration efficiency and data accuracy. Establishes and enforces rigorous data quality controls, staging standards, and reconciliation procedures to validate converted datasets against legacy source systems, ensuring systematic tracking and remediation of any conversion defects prior to final cutover.
15%	Data Analytics, Governance, and Conversion Documentation (E) Plans, designs, and implements processes for DXP data intake, validation, mining, and engineering as well as modeling, visualization, and communication deliverables. Consults with stakeholders on data mapping definitions, legacy schema translations, and naming conventions, coordinating policies for secure data transfer, data ownership, and post-migration integrity. Collaborates with and contributes to data governance groups as needed, ensuring all conversion procedures, transformation rules, defect resolution logs, and technical data lineage documentation comply with departmental security standards and state regulations.



POSITION DUTY STATEMENT

15%	Conversion Contract Management and Vendor Oversight (E) Manages the data conversion and migration components of project contracts and vendor deliverables, including planning and designing migration frameworks, and keeping up to date with current and new CDT & CalData requirements. Plans, designs, and implements new data conversion technologies, tools, concepts, and techniques to support large-scale legacy decommissioning, data ingestion, and vendor defect correction efforts.
5%	Other Duties (M) Performs other job-related duties as required.

Supervision Received: The ITS II receives general direction from the Data Technical Group Manager, ITM I.

Supervision Exercised and Staff Numbers: The ITS II leads team members matrixed as resources to the project in the role of Data Analytics Analyst. Provides general administrative direction concerning assignments. Demonstrates leadership in identifying new issues, techniques, and opportunities. Demonstrates data analysis leadership. Manages the most sensitive issues.

Physical Requirements:

Special Requirements: Proficient with data analytics tools such as Tableau and Salesforce. Ability to lead technical teams including staff and consultants in support of large data conversion and reporting projects. Experience in SDLC methodologies including Agile or hybrid projects.

Personal Contacts: Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight, and lead individuals or groups. Interactions may be general, confidential, sensitive, or informative in nature.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1414-943

accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE