

State of California - Department of Social Services

DUTY STATEMENTEMPLOYEE NAME:
VACANT

CLASSIFICATION:

Information Technology Specialist II

POSITION NUMBER:

800-730-1414-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Information Systems Division

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Data Engineering

SUPERVISOR'S NAME:

Mukund Wadekar

SUPERVISOR'S CLASS:

Information Technology Manager I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (*Explain below*)
- ☐ None
- ☒ Other (*Explain below*)

Fingerprints must be provided

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

Information Systems Division's (ISD) mission is to support and enhance access to information and data so the Department's programs and operations can achieve their business goals. To accomplish this, we are committed to work in cooperation with our customers to:

ISD accomplishes this by:

- effectively managing information systems and equipment;
- planning, communicating and implementing responsible information technology policies and solutions; and,
- sharing and transferring information technology knowledge and tools.

CONCEPT OF POSITION:

Under the general direction of the Data Engineering Team Manager (ITM I), the IT Specialist II (ITS II) oversees architecture design and implementation of the Enterprise Data Pipeline (EDP) and collaborates across enterprise data modernization efforts to meet all technical and business needs. The ITS II also works closely with the Enterprise Data Architect (IT Specialist III) to ensure conformance to architecture, governance, and data standards.

A. RESPONSIBILITIES OF POSITION:

40% – Enterprise Data Platform (EDP) Architecture and Design

Leads the design, development, and implementation of the Enterprise Data Platform (EDP) in alignment with the Department's enterprise data modernization strategy. Ensures data architecture, integration patterns, and system components meet technical and business requirements. Collaborates with the Enterprise Data Architect and program teams to ensure compliance with enterprise data standards, interoperability, and best practices. Researches and evaluates emerging technologies, tools, and vendor solutions to enhance platform capabilities. Provides architectural guidance, mentoring, and technical support to data engineers and other team members.

30% – Integration, Scalability, and Performance Management

Designs and manages the integration of data across ingestion, transformation, storage, and presentation layers to ensure end-to-end reliability, scalability, and performance. Works with Information Systems Division (ISD) and program staff to analyze current and future capacity needs, optimizing architectures for elasticity, automation, and cost efficiency. Implements monitoring and alerting strategies for data pipelines and platform performance. Recommends technology and design solutions to address new or evolving business and analytical requirements.

15% – Governance, Security, and Compliance

Partners with the Chief Data & Analytics Office, Security Office, and ISD to ensure all data solutions adhere to state and federal privacy, security, and governance standards, including HIPAA, FISMA, and CJIS as applicable. Implements architecture and processes supporting data lineage, metadata management, data cataloging, and classification. Defines access control, encryption, and audit mechanisms to protect sensitive data and maintain compliance. Contributes to establishing and maintaining enterprise data governance frameworks and automation.

5% – Cloud and Network Architecture Support

Designs and validates network and infrastructure requirements to support secure and efficient cloud-based data pipelines and hybrid environments. Collaborates with network and infrastructure staff to ensure designs meet performance, reliability, and monitoring objectives.

10% – Continuous Improvement and Other Duties

Evaluates and recommends improvements to data platform architecture, tools, and development standards in support of modernization and continuous improvement efforts. Participates in cross-departmental initiatives, technical reviews, and other duties as assigned.

B. SUPERVISION RECEIVED:

The ITS II is under the general direction of the Data Engineering Manager (ITM I)

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The ITS II has contact with project managers, DSS management, technical staff, and users to perform analysis, requirements gathering, and planning to develop data management strategies as well as to advise staff and users regarding technical issues.

E. ACTIONS AND CONSEQUENCES:

The ITS II exercises judgment in developing and recommending data management strategies and solutions. Failure to exercise good judgment would have an adverse impact on the ability of the department to provide services to its customers and meet federal and state reporting requirements. The ITS II also works with departmental management and leadership. Poor or improper communication would have an adverse impact on intra-departmental relationships and projects.

F. OTHER INFORMATION:

This job requires working on a personal computer, 75% of the time. This position requires a background investigation, including a criminal conviction history screening, before hire (IRS Publication 1075). Applicants are required to submit fingerprints via the Live Scan process to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Background investigation clearance is a condition of employment for this position.