



DUTY STATEMENT

PR LOG #: 26-269

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Information Technology Specialist I				Business Analyst	
BRANCH					
Opportunities For All					
DIVISION				OFFICE	
Special Education Division				Data, Evaluation, and Analysis	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	E	5070	174-663-1402-001	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under direction of the Data Evaluation and Analysis Unit (DEAU) Information Technology (IT) Supervisor II, the IT Specialist I serves as the lead technical and analytical staff person responsible for developing and maintaining a strategic plan for the Special Education Division's data collections. The incumbent leads business process analysis efforts, develops functional and technical requirements for new and modified data collection systems, and applies advanced Structured Query Language (SQL) and SAS Enterprise skills to extract, transform, validate, and report special education data. The incumbent supports the Division's federal reporting obligations under the Individuals with Disabilities Education Act (IDEA), including EDFacts and State Performance Plan/Annual Performance Report (SPP/ APR) submissions, as well as state monitoring and compliance activities.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
Incumbent reports directly to the IT Supervisor II, DEAU; may receive assignments and direction from the Director and Associate Directors of the Special Education Division.					
SUPERVISORY RESPONSIBILITIES					
None.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
Hybrid: In office a minimum of two days a week, and the remainder at home in a fast-paced environment under legally required timelines. Use of phone and email to communicate with members of the public and representatives from local education agencies.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30

☒ Essential Function☐ Non-Essential Function**Duties Performed****Strategic Planning and Business Process Analysis**

Serves as the lead staff person responsible for developing, documenting, and maintaining a multi-year strategic plan for the Division's special education data collections, aligning collection activities with federal IDEA reporting requirements, state monitoring needs, and Division priorities. Conducts comprehensive business process analysis of existing data collection workflows; identifies inefficiencies, redundancies, data quality risks, and opportunities for automation and improvement. Documents current-state ("as-is") and future-state ("to-be") business processes, data flows, and process maps; facilitates workgroups and elicitation sessions with program staff, partner offices and stakeholders. Develops recommendations and business cases to modernize and streamline data collection practices, and presents findings to Unit and Division leadership.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed****Functional and Technical Requirements Development**

Leads and assists in the elicitation, analysis, and documentation of high-level, functional, and technical requirements for new and enhanced special education data collection systems. Translates business and program needs into clear, testable, traceable requirements; develops requirements traceability matrices, use cases, user stories, and acceptance criteria. Collaborates with the Department's IT staff, California Longitudinal Pupil Achievement Data System (CALPADS) teams, vendors, and program experts to ensure requirements address data quality, security, accessibility, and federal/state compliance. Supports system design reviews, user acceptance testing, and validation of delivered functionality against documented requirements. Drafts supporting artifacts such as requirements methodology documentation and gap analyses.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Processing for Federal IDEA Reporting**

Develops, maintains, and executes SQL and SAS Enterprise programs to extract, transform, validate, and aggregate special education data for federal IDEA Part B reporting. Processes data in support of EDFacts file specifications and SPP/APR indicators (including child count, educational environments, exiting, discipline, disproportionality, and personnel). Performs data quality assurance, edit checks, reconciliation, and anomaly resolution to ensure accurate, complete, and timely submissions. Documents data processing logic, business rules, and code to support reproducibility, knowledge transfer, and audit readiness. Coordinates with CALPADS and other source-system staff to resolve data discrepancies.

Relative % of Time Required: 15	☒ Essential Function ☐ Non-Essential Function
Duties Performed	
State Monitoring and Compliance Support Processes and analyzes data needed for state monitoring activities, including significant disproportionality, performance indicators, and compliance determinations. Produces data extracts, reports, dashboards, and analytical products to support monitoring, complaint investigations, and corrective action follow-up. Provides accurate data and analytical interpretation to program consultants, managers, and interest holders in support of compliance and improvement activities. Ensures monitoring data products meet confidentiality, accessibility, and data-suppression standards.	

Relative % of Time Required: 5	☒ Essential Function ☐ Non-Essential Function
Duties Performed	
Participates in Unit, Division, and Department meetings, trainings, and special projects. Maintains current knowledge of IDEA regulations, EDFacts specifications, SPP/APR requirements, and relevant state and federal data policy. Performs other related duties consistent with the classification as assigned.	

Relative % of Time Required:	☐ Essential Function ☐ Non-Essential Function
Duties Performed	

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**Knowledge and Skills**

- Demonstrated business process analysis skills, including process mapping, requirements elicitation, and documentation of functional and technical requirements.
- Strong technical proficiency in SQL for querying, joining, transforming, and validating large relational datasets.
- Strong proficiency in SAS Enterprise (SAS Enterprise Guide / Base SAS) for data processing, statistical summarization, and report generation.
- Knowledge of relational database concepts, data modeling, and ETL principles.
- Familiarity with federal IDEA reporting (EDFacts, SPP/APR) and special education data, or demonstrated ability to learn complex program data requirements quickly.
- Knowledge of CALPADS or comparable statewide longitudinal data systems is highly desirable.

PERSONAL CONTACTS

The incumbent will have personal contacts with members of the public and members of other divisions in the department.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor