



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☐ Current ☒ Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	CalData
Classification	Information Technology Specialist III
Working title	Analytics Enablement Lead
Position number	418-100-1415-003
Prepared date	9/29/26
Effective date	
Name	Vacant

General Statement

Under the administrative direction of the Deputy Director, Advanced Analytics and Evaluation, the Analytics Enablement Lead for the Advanced Analytics and Evaluation team acts as the recognized mastery-level technical expert leading the statewide scaling of Business Intelligence (BI) and analytics capability-building services. The Analytics Enablement Lead will spearhead cross-departmental initiative most notably the Analytics Accelerator, while providing mastery-level support for the Data Science Accelerator and other emerging service offerings, to drive cultural and technical transformations across California state departments, shifting them from manual processes to automated, insights-driven data ecosystems. The Analytics Enablement Lead will design and scale BI solutions that leverage modern Artificial Intelligence (AI) features, integrating these advanced capabilities into the resources and training ODI provides. The incumbent will maintain the agility to pivot strategic directions as state needs evolve, handle complex ad hoc requests, and utilize advanced evaluation methodologies to ensure state programs can accurately measure and track their success.

Essential Functions

Percentages	Description
40%	Statewide Analytics Enablement & Strategy • Design and lead the scaling of the Analytics Accelerator and future capability-building service models, while providing mastery-level technical support to the Data Science Accelerator, functioning as the primary technical authority on modern business intelligence and analytics enablement. • Lead highly complex, inter-departmental technical engagements to transition state agencies from manual, time-intensive reporting to automated, high-fidelity analytics workflows and BI ecosystems. • Design and oversee the implementation of comprehensive service plans, technical playbooks, and resource sites that enable departments to independently manage and analyze their data. • Provide mastery-level coaching and technical mentorship to client data teams, fostering statewide cultural transformations in data governance, analytics, and utilization. • Formulate technical governance standards and best practices for advanced BI platforms, ensuring scalable, secure, and sustainable data ecosystems for client departments.
25%	AI-Enhanced Business Intelligence & Tooling • Design and guide the integration of AI-assisted capabilities within standard BI platforms (such as automated insights, predictive modeling, and natural language querying) to enhance client reporting solutions. • Update and manage select ODI training curriculums, toolkits, and enablement resources to teach client departments how to effectively and securely utilize AI features within their analytics workflows. • Develop proof-of-concept BI dashboards and analytical models that demonstrate how modern AI data models can solve complex state business problems. • Drives technical analysis and risk assessments to support departmental leadership in integrating embedded AI tools into existing reporting ecosystems.
20%	Advanced Program Evaluation & Analytics Assessment • Develop advanced technical evaluation frameworks to help state departments measure, track, and optimize the success of their programs and services. • Evaluate the effectiveness and technical maturity of ODI services and client engagements, utilizing data-driven feedback loops to continuously iterate and improve service delivery. • Research, learn, and apply emerging AI evaluation tools to assess system performance, mitigate data biases, and ensure the reliability of the BI models and features used across ODI projects.

Percentages	Description
	Translate highly complex operational goals into critical metrics, designing the reporting mechanisms and analytical frameworks required to track long-term performance.
10%	Strategic Consultation, Ad Hoc Initiatives & Executive Leadership - Serve as a highly adaptable, mastery-level technical resource to respond to complex, ad hoc data analysis and strategic BI requests from state executives and ODI leadership. - Pivot seamlessly between service models and emerging departmental priorities, assessing the feasibility and scope of new statewide analytics initiatives. - Foster and manage high-level external relationships with client departments, exercising expert judgment and impartiality when diagnosing complex organizational data challenges. - Author detailed statements of work, strategic project scopes, and executive read-outs for new, ongoing, or ad hoc technical engagements.

Marginal Functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision Received

The Analytics Enablement Lead reports to the Deputy Director, Advanced Analytics and Evaluation.

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, Oakland, Los Angeles, and/or San Diego, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

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.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date