STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
10/16/2026
HR Initials
SC

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00109	**Effective Date** 12/01/2026
Classification Title Information Technology Associate	**Position Number** 564-261-1401-040
Working Title Data Engineer	**Bureau and Section** Information Management Bureau Data integration & Lake Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general supervision of the IT Supervisor II Unit Supervisor, the Data Engineer performs a variety of defined tasks requiring occasional innovative problem-solving and will work with the IMB team to design, maintain, and implement data services for FTB's enterprise data stores. The incumbent will have a comprehensive understanding of the tools and techniques involved in data ingestion, data integration, and data consumption. The incumbent will also provide data and ad-hoc query support to business and technical partners throughout the department. The incumbent will develop knowledge of FTB enterprise systems, data architecture, data sources, and data services best practices. The incumbent is expected to work cooperatively with bureau and Technology Services Division (TSD) technical staff in support of planning and software implementation activities. The incumbent promotes an environment and atmosphere of teamwork and cooperation consistent with the department's values. The incumbent promotes, establishes, and maintains relationships with representatives from different divisions across the department. This position provides services in the Software Engineering domain.
The use of designated productivity tools to plan, schedule, and complete assigned work successfully is expected and includes but is not limited to: Microsoft Azure DevOps, Excel, Outlook, PowerPoint, Project, SharePoint, Teams, Visio, and Word.

Essential Functions

Percentage	Description

50%	Design, develop, and maintain data services to achieve the department's business and technology goals related to enterprise data. Works with business and technical partners to gather data requirements and identify appropriate solutions for enhancements, corrections, conversions, and validations to ensure that data standards and data quality meet operational goals and objectives. Execute technical analysis to develop and maintain system design documents and specifications that describe how data processes meet business requirements. Participates and assists in technical design and code walkthroughs/reviews. Develops and maintains test scenarios, test scripts, test data, and validates test results to expected outcomes. Develops and executes ad-hoc queries and/or data fixes on various server platforms using a variety of methods, scripting languages, and tools. Works collaboratively with technical partners and business stakeholders in the implementation of technical solutions to maintain or improve the performance and availability of enterprise data. Works with TSD technical staff to implement appropriate automated system monitoring solutions. Provides guidance in the analysis and resolution of enterprise data production issues.
35%	Works to provide data support activities to business and technical partners throughout the department. Works with key stakeholders and technical staff to determine the best sources of data, alternatives for obtaining data, and delivering data in formats that best meet their needs and comply with FTB standards for security and disclosure. Coordinates technical system requirements with TSD partners as well as FTB business areas. Analyzes, evaluates, and provides guidance on the most feasible data solutions for enterprise data. Reviews technical proposals and makes recommendations to managers, technical teams and business areas to ensure the system changes will meet functional requirements and standards. Works directly with architects and developers to resolve data issues. Ensure technical solutions and deliverables are of the highest quality.
10%	Provides technical support and coordination for data services and programs within FTB. Performs analysis on ongoing decision support services to detect trends and make recommendations to improve data services. Performs production support, attends and/or facilitates meetings. Provides team mentoring, and/or training and instruction to new employees.

Marginal Functions

Percentage	Description
5%	Executes other miscellaneous duties as needed such as supporting departmental procedures, training teams, participating in special project teams, etc.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date