California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #: FR 26-323

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Information Technology Specialist I	Information Technology Specialist I

BRANCH
Information & Technology Branch

DIVISION	OFFICE
Education Data Management	CALPADS Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	E	3633	174-550-1402-016	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	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Education Research and Evaluation Administrator in the California Longitudinal Pupil Achievement Data System (CALPADS) Office, of the Education Data Management Division (EDMD), the Information Technology Specialist I serves both independently and as a team leader in carrying out a full range of activities involving, and in support of, data collection, monitoring, and use of CALPADS data for implementing the SUN Bucks (Summer EBT) summer nutrition program and identifying students eligible for SUN Bucks benefits. The incumbent shall be focused on client services and business technology management in support of the SUN Bucks program. Provides related subject matter expertise, experience, direction, and issue resolution in support of a highly complex system (CALPADS) that collects and maintains data longitudinally, involving a complicated data structure, multiple data files and tables, processing methods, validation rules, and nightly processing.

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

The incumbent reports directly to the Education Research and Evaluation Administrator in the CALPADS Office. The incumbent may be indirectly supervised by the Director of the EDMD.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties, but may act as a lead.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. Travel to attend meetings my be required.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Client Services
Serve as lead specialist in researching, analyzing, and resolving CALPADS SUN Bucks eligibility data issues and implementing data quality control processes and activities in support of the SUN Bucks program. Lead the design, implementation, and management of a quality assurance and data quality control plan for CALPADS' student enrollment and program identification data. Compile data and develop ad-hoc queries to support data quality initiatives, as well as office and/or leadership operational data needs. Provide technical consultation to CALPADS data users and local educational agency CALPADS administrators in order to resolve and understand data and data reporting issues and resolve service desk issues in support of identifying eligibility of and providing benefits to students under the SUN Bucks summer meal program. Provide technical consultation to CDE Nutrition Services staff and the California Department of Social Services staff related to SUN Bucks tickets, identification questions, and eligibility determination.

Relative % of Time Required: 25 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Requirements Documentation and Data Analysis:
Collaborate in requirements gathering and data analysis efforts to support the development and maintenance of comprehensive documentation for SUN Bucks and related data needs. Documentation includes technical requirements, business rules, validation rules, and file specifications. Key responsibilities include conducting impact analyses to evaluate how issues and changes affect system functionality, student eligibility for SUN Bucks determination, and reporting, as well as participating in all phases of the systems development life cycle—project initiation, requirements definition, system design, testing and quality assurance, and ongoing application maintenance and support to ensure ongoing data quality and consistency of SUN Bucks eligible students.

Relative % of Time Required: 20 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Data Program Monitoring and Fulfillment of Ad-hoc Requests:
Supports data needs related to CALPADS data and SUN Bucks program implementation by the CDE Nutrition Services Program and staff. Works with technology staff in researching data match issues related to identification of SUN Bucks eligible students. Analyzes legislation and regulations that contain or impact data collection and use requirements related to school nutrition programs.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other Duties: Participates in staff meetings, keeps supervisor informed of the status of projects using project management methodologies, and completes other job-related duties as required.

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

Duties Performed

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures. A working experience in SQL and/or SAS programming is required.

PERSONAL CONTACTS

Contact with all levels of departmental employees including, but not limited to managers, supervisors, Division Directors, and SBE staff.

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
TBD		

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