# Duty Statement

Classification: **Information Technology Specialist III**

Position Number: **275-815-1415-001**

HCM#: **2752**

Branch/Section: **Information Technology Services Branch/Technology Business Management Division/ Technology, Information & Business Advancement**

Location: **Sacramento, CA**

Working Title: **Principal Data Analytics Specialist**

Effective Date: **October 1, 2026**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

The Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development staff, business development including business relations, business process improvement and project and portfolio management. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability in support of all CalPERS strategic business objectives.

The Technology, Information, & Business Advancement section provides data delivery, data analytics & business intelligence solutions, data platform, enterprise architecture, and information management services to CalPERS business divisions.

Under administrative direction of the Information Technology Manager II, over the Technology, Information, & Business Advancement section, the Information Technology Specialist III works as the Principal Data Analytics Specialist. The incumbent serves as the most senior data analytics professional on a team of experienced data professionals and is responsible for various strategic, planning, architecture, governance, technology, business support, and data delivery tasks. The Information Technology Specialist III works primarily in the Business Technology, IT Project Management, System Engineering, and Software Engineering domains.

## Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members**.**

35% Onsite[1] and virtually, develops technology direction for data analytics that aligns with current and future business needs, data patterns, strategies, plans, reference architectures, and roadmaps. Collaborates with Enterprise Architects, the Data & Analytics team, the Data Reporting team, the Business Intelligence team, Application Development teams, IT Infrastructure teams, Business Data Automation teams, Data Stewards, the Information Management team, the Information Security Office, Database Administrators, Disaster Recovery administrators and others to deploy technologies that deliver the desired business data outcomes and provide resiliency. Ensures optimal efficiency in data delivery to CalPERS internal stakeholders. Provides design, development, testing, and deployment expertise for current and future data exchange patterns, data pipelines, data acquisitions, data lifecycles, data analytics solutions, data quality, workloads, and other data-related work. Actively participate in the development, maintenance, planning, and execution of the enterprise data strategy. Align data efforts with strategic plans and business plans. Develops and ensures data delivery best practices. Leads the data analytics platform and team members into new areas of data analytics capabilities (for example, artificial intelligence, machine learning, predictive analytics, prescriptive analytics, and other capabilities) and future-state technology visioning. Work with emerging technologies and demonstrate the value of new technologies for the data analytics platform and solutions. Designs the hybrid data analytics platform to leverage cloud services that seamlessly integrate with the on-premise components of the data platform. Collaborate on the design and promotion of standards across all data functions, technologies, methodologies, delivery, and communication of these concepts. Set goals and drive the acquisition of new data and refinement of existing data sources based on strategic initiatives.

20% Onsite and virtually, work for and with business teams to help guide toward technology enablement through education, reduction of overlapping technology products, separating technology hype from actual capabilities, and being a trusted advisor. Demonstrate business benefits by minimizing the expense and effort of delivering data. Deliver feature-rich data analytics solutions that are user-friendly and allow users to focus on their work to achieve their objectives without becoming technologists or being required to complete steep learning curves before they can use a delivered technology solution. Enable teams to solve problems using data. Educate data users and engineers how to work with large amounts of data records. Develop algorithms and predictive models to solve critical business problems.

20% Onsite and virtually, leads development and implementation of innovative technologies by collaborating with technical teams, evaluating, and analyzing potential value and risks associated with emerging technologies, and making determinations on enhancing and/or

developing approaches for IT operations including but not limited to Agile methodologies, DevOps, DataOps, building community resources for data practitioners, establishing a data help desk service to support data programs and teams across CalPERS. Support and guide metadata management efforts including data catalogs, tagging data, lineage tracing, and other tasks. Evaluate and select data platform components, including hardware, data warehouse, ETL software, metadata management tools, replication tools, data developer tools, and other solutions supporting data delivery.

15% Onsite and virtually, actively participate in the Enterprise Data Management program. Support the Enterprise Data Council, the Data Steward Committee, and the initiatives of the program. Provide expert advisory services to senior leadership and provide translation of strategy and business needs to business teams, data experts, and technology teams. Communicate with leadership, business, technical peers, and technical stakeholders about technology capabilities, projects, solutions, roadmaps, plans, strategies, and other topics.

10% Onsite and virtually, performs a variety of administrative activities that provide efficiencies to CalPERS and the section. Duties include but are not limited to the following: Identifying role gaps within the team and defining those roles, workload management and participation in special ad hoc committees, staff meetings, teams, projects, time reporting, and procurements. Prepares correspondence, reports, presentations, strategies, plans, internal and state-wide groups, and technical documentation. Shares knowledge through authoring intranet content, holding educational sessions, mentoring, and other channels. Measure and monitor the performance of the data analytics platform and solutions. Conduct maturity benchmarking, set target goals, review and communicate metrics, and progress toward goals. Support the procurement of technologies needed to achieve data objectives. Guide to junior members of the analytics team.

**Working Conditions**

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

**Conduct, Attendance and Performance Expectations**

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

**Employee Name (Print):**

**Employee Signature**:_____ **Date**:

I certify that the above accurately represent the duties of the position.

**Supervisor Signature**:_____ **Date**: