State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Information Technology Specialist I	Grant Management Technical Project Lead

PROGRAM NAME	UNIT NAME
Office of Information Services	DAS Application Development

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
1515 Clay St. Oakland, CA 94612	400 – 176-1402-901

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	E	No	Yes	No

General Statement

Under the general direction of the Information Technology Manager I, with the Department of Industrial Relations (DIR), Office of Information Services (OIS), the Information Technology Specialist I is responsible for providing expert-level oversight of the Division of Apprenticeship Standards' (DAS) Grant Management System and serves as the primary bridge between business stakeholders, government partners, and the Technology vendor responsible for the platform. The role oversees the application lifecycle, vendor engagement, system enhancements, and operational priorities while ensuring the solution supports program objectives, regulatory requirements, and evolving business needs. Responsibilities also include supporting California legislative initiatives, advising on grant management policies and processes, and providing expertise in data visualization and reporting to strengthen program oversight, analytics, and decision-making.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
35%	Software Engineering & Product Management Provide expert-level oversight of complex phases of the Grant Management System lifecycle, including requirements analysis, solution planning, enhancements, testing, implementation, and ongoing operational support. Lead cross-functional efforts with business stakeholders, technical teams, and the vendor to translate program needs into effective system solutions and establish priorities for product enhancements and long-term platform capabilities. Provide technical and functional guidance to staff on system requirements, Agile delivery practices, application functionality, and vendor-supported solutions. Oversee the development and evolution of reporting and data visualization capabilities, including data governance, integrity, accessibility, and security practices consistent with the State Administrative Manual (SAM) and applicable state standards. Conduct advanced systems analysis to identify opportunities for process and technology improvements, resolve complex application issues, and ensure the Grant Management System provides reliable data, operational transparency, and effective support for high-visibility government programs.

25%	Data Engineering and Business Technology Management Lead the integration, management, and analysis of grant management data in collaboration with the DIR Office of Information Systems (OIS) Analytics team, Grant system vendor, and DAS technology stakeholders to support accurate reporting and executive-level decision-making. Provide expert guidance on data integration, Application Programming Interfaces (APIs), interactive data visualization, and analytics solutions that translate complex grant and program data into actionable business insights. Evaluate statewide program outcomes, trends, and operational data to identify opportunities for improved program performance, reporting, and stakeholder engagement. Research emerging data technologies and industry practices and recommend solutions that enhance the effectiveness, scalability, and efficiency of grant management operations. Establish and maintain comprehensive technical documentation, including data dictionaries, source-to-target mappings, data flows, and system specifications, while coordinating with the DAS Oracle Application Development Framework (ADF) development team to ensure appropriate integration and alignment between the grant management platform and existing in-house applications.
20%	Strategic Leadership and Policy Analysis Provide strategic technology leadership and expert-level advice to DAS management and executive leadership on complex business, operational, and information technology matters affecting the Grant Management System and related programs. Lead cross-functional initiatives to evaluate business and operational requirements, establish technology priorities, and develop strategies that support departmental objectives and effective delivery of grant management services. Serve as a key liaison between DAS, the DIR Office of Information Systems (OIS), government partners, and other stakeholders to coordinate technology initiatives and maintain alignment with evolving departmental priorities. Analyze proposed legislation, regulatory changes, and statewide policy initiatives to assess their potential impact on grant management technology solutions, and develop recommendations and implementation strategies to support compliance with statutory and regulatory requirements.
15%	Stakeholder Engagement Provide guidance on the Grant Management System vendor contract, monitoring vendor performance, deliverables, service levels, technical requirements and security standards to ensure departmental objectives are met. Serve as a subject matter expert in developing technical assistance that enable business users and community partners to effectively utilize grant management tools and related capabilities. Lead stakeholders through complex system, process, and organizational changes by

	facilitating communication, resolving concerns, and building alignment and confidence across business, technical, vendor, and executive audiences.

Percentage of Time Spent	Marginal Job Functions
5%	Perform other job-related duties within the scope of the Information Technology Specialist I classification as required to support the DAS executive team.

Conduct, Attendance, and Performance Expectations

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

Supervision Received

This incumbent reports directly to and receives the majority of assignments from the Information Technology Manager I. The incumbent may also receive assignments from the DIR OIS IT Supervisor II.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, low-rise office building with natural and artificial lighting. In addition, the incumbent works either in a cubicle or office in close proximity to others. The position is required to work extensively on computers as necessary for drafting documents, conducting research, drafting email communication, and other purposes.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The incumbent will work 40 hours per week, Monday through Friday. The incumbent will work in an office environment with artificial light and temperature control. The incumbent will be required to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine. Some travel may be required by train, plane, or automobile to attend meetings and training.

Additional Requirements/Expectations

KNOWLEDGE AND ABILITIES
Knowledge of: Agile methodologies; best practices in data management and storage; advanced statistical analysis and predictive modeling; and program development/evaluation within high-visibility environments.
Ability to: Oversee the complete lifecycle of core IT products; manage project plans; develop interactive data visualizations; gain the support of executive leadership; provide expert advice on operational policies; and communicate effectively (written and oral) with stakeholders.

Personal Contacts

The incumbent will have daily contact with all levels of DIR OIS and DAS personnel. Additionally, incumbent may occasionally interact with representatives from other state agencies.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date