



Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	CalData
Classification	Information Technology Manager II
Working title	Lead Platform Engineer, Data
Position number	418-100-1406-xxx
Prepared date	
Effective date	
Name	

General Statement

Under the administrative direction from the Deputy Director, Data Engineering and Services, the Lead Platform Engineer, Data, will be responsible for establishing the blueprint of ODI’s modern data stack. This position brings user orientation to work with ODI staff across teams to define the architecture based on real need. This position helps identify and vet tools that meet the architectural blueprint. This position adopts a platform mindset avoiding bespoke solutions in favor of cloud-first, sustainable, and scalable solutions that address common needs across many projects and clients.

Essential Functions

%	Description
40%	<p>Data Platform - Continuously improve the modern data stack architecture at ODI in accordance with user and client needs</p> <ul style="list-style-type: none"> ● Help maintain a shared data platform powered by modern data stack (MDS) components for CalData and ODI ● Serve as an architectural point of contact on client projects and statewide <ul style="list-style-type: none"> ○ Provide clear thinking and tradeoffs on adopting new technologies and approaches that balance day to day operations with long term vision ○ Meet with senior level executives like Program Directors, CIOs, CISOs, etc. to explain the benefits of MDS approaches to their organization ● Design, document, and review cloud infrastructure for the MDS including, but not limited to: technical diagrams, data access, and data lineage from ingestion to consumption ● Identify and resolve any architectural blockers and inefficiencies to enable faster iteration and maintain quality ● Continuously improve suite of data automation services including identifying opportunities for self-service, assessing emerging technologies, and streamlining existing processes
40%	<p>DevOps - Implement best practices while ensuring the security of the ODI modern data stack</p> <ul style="list-style-type: none"> ● Design, document, and review processes for the MDS to ensure security, extensibility, scaling, efficiency, and data quality ● Implement infrastructure as code (IaC) to the extent reasonable to support the improvement and maintenance of the ODI modern data stack ● Use risk-based methods for assessing security needs and ensuring platforms are appropriately secured and monitored with the team (e.g. NIST Risk Management Framework) <ul style="list-style-type: none"> ○ Advise senior level information security staff on technical architectures that mitigate risks of data loss of integrity, availability, and confidentiality ○ Review and assess security policies, procedures and protocols in collaboration with information security staff ● Lead effort to develop dashboards, an alerting system, and select supporting tools for alerting and cost monitoring across modern data platform ● Develop and document processes for maintaining cost-effective use of platforms, including identifying possible interventions to minimize unnecessary costs
20%	<p>Program Management - Support and improve modern data stack accelerator program</p> <ul style="list-style-type: none"> ● Lead the evaluation and procurement of new tools to improve analytics pipelines working closely with CalData and ODI platform users to define needs and criteria <ul style="list-style-type: none"> ○ Develop budget estimates for tools and work with ODI operations staff to procure ○ Collaborate with the Advanced Analytics and Evaluation team to identify tooling needs to deliver, monitor, and sustain data science models

%	Description
	<ul style="list-style-type: none"> ○ Manage vendor and contractor relationships to ensure optimal service for the team ● Assist with agile project management for Data Services staff and contractors implementing the MDS <ul style="list-style-type: none"> ○ Manage sprint backlog, planning, execution, review, and retrospectives ○ Scope and manage release cycles using agile methods and industry standard tooling ● Document architectural decisions in easily digestible formats to help departments make informed decisions when moving to cloud based systems ● Present occasionally to a variety of communities of practice on the benefits and approach to architecting a MDS

Supervision Received

The Lead Platform Engineer, Data will report to the Deputy Director, Data Engineering and Services (Exempt).

Supervision Exercised

None.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The ODI headquarters is located in Sacramento, CA, 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. The employee can work from anywhere within California. 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