



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Information Technology Specialist I

Working Title: Data Governance Analyst

Position Number: 535-210-1402-031

Division/Branch or Office: Administrative and Financial Management Services Division / Information Technology Services Branch / Data Engineering Unit

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): E

Date Approved: June 13, 2024

Conflict of Interest (COI): **Yes** **No**

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the direction of the Information Technology Manager I in the Data Engineering Unit (DEU), the Information Technology Specialist I (ITS I) provides guidance and technical expertise in performing various tasks requiring innovative problem-solving where guidance is not readily available. Assist with the implementation of data governance policies and procedures to ensure the accuracy, security, and integrity of the data collected from many divisions of the agency. The incumbent works closely with stakeholders across the organization, including IT, legal, compliance, Information Security, and business teams, to establish data standards and ensure adherence to data policies. The ITS I will perform duties in the Business Technology Management, Client Services, and Information Technology Project Management domains.

Essential Duties

30% Responsible for developing and implementing data governance policies and procedures. These policies and procedures should cover areas such as data definitions, data quality standards, data security, retention, and data privacy. The data governance analyst will also be responsible for ensuring that the data management processes are in line with organizations policies and procedures. This includes data collection, data storage, data processing, data analysis and data dissemination.

- 25% Responsible for monitoring and resolving data governance-related issues. This individual is also responsible to ensure that Privacy and Data Security policies are monitored for possible breach and conduct activities for remediation. Also responsible for building KPI metrics and reports related to compliance, data quality and data availability.
- 20% Responsible for ensuring that the data quality standards are met, and data is accurate, complete and consistent. This includes conducting Data quality assessments, developing data quality metrics and building communications protocol pertaining to Data Quality.
- 20% Responsible for collaborating with data owner, stewards, and managers to define, implement, and document data standards and common data elements for data collection and analysis. Play a key role in the future master data management program.

Marginal Duties

- 5% Communicate effectively via phone or email with internal and external customers, ITSB managers, and product line contractors/vendor(s). Document and track all work and issues related to daily activities. Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.



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Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's 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 and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Santanu Bandyopadhyay

Supervisor's Signature: _____ **Date:** _____