![Office of Systems Integration logo "SERVING CALIFORNIA"]

☐ Current
☒ Proposed

DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist II	Working Title CARES Data Infrastructure (CDI) Lead Engineer
Employee Name Vacant	Position Number 791-750-1414-XXX
Project/Division Name Child Welfare Digital Services	Supervisor's Name Yee Luk
Unit CDI – CARES Data Infrastructure	Supervisor's Classification Information Technology Manager I
Physical Work Location 2870 Gateway Oaks Drive, Sacramento, Ca 95833	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date TBD	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Requires Fingerprinting & Background Check

☐ May be Required to Work in Multiple Locations   ☒ Other *(specify below in Description)*

Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)***:**

Telework may be available for this position depending on business need.

3. DUTIES AND RESPONSIBILITIES OF POSITION

IT Domains used:

☐ Business Technology Management   ☒ Information Technology Project Management

☐ Client Services   ☒ Software Engineering

☐ Information Security Engineering   ☒ System Engineering

Summary Statement (Briefly describe the position's organizational setting and major functions):

Under the general direction of the CARES Data Infrastructure (CDI) Manager (ITM I), the CDI Lead Engineer (ITS II) serves a key state role on the California Automated Response and Engagement System (CWS-CARES) project. The CDI Lead Engineer will lead the analysis, research, documentation, while creating, defining, and implementing technical DevOps tasks needed in supporting all aspects of the CDI Unit. In addition, the CDI Lead Engineer will lead and mentor the CDI team in performing data analysis, research and documentation tasks involved in the Data Conversion lifecycle. The ITS II will manage and oversee all aspects of various projects that accomplish Data Conversion objectives, engage in data preparation, complex data quality assessment, data conversion strategies, advanced data cleansing, Master Data Management (MDM), and data mapping activities.

Percentage of Duties	Essential Functions
45%	Serves as a Technical lead to the CDI unit, lead a multi-disciplinary team (State and Vendor) in support of the CDI functions, including DevOps, Business Rules Management and Content Management. Related job functions include, but are not limited to, the following: • Meet regularly with the project teams and other internal and external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities on behalf of the CDI Unit. • Research, plan and make recommendations for potential selection of tools that will meet the business needs of the Project. • Present CDI information and updates for internal and external stakeholder consumption.

30%	Develop and maintain process documentation to ensure CDI maintainability for succession planning. • Keep abreast of the latest data conversion and related technology trends including industry-wide standards. • Create ad-hoc, new or update the most complex metric using tools as required in a timely manner on behalf of CWDS teams. • Plan and collaborate with other CWDS project teams and make recommendations on what CDI activities can assist with their project objectives. • Monitor and track project deliverables with CWDS project teams to ensure timely delivery of reporting requirements. • Lead, train, and perform knowledge transfer to new CDI team members. Lead the CDI team in collaboration with stakeholders to perform data conversion and migration activities supporting the migration of data from legacy systems to CWS-CARES. Design, build, deploy, and maintain the most complex data conversion and cleansing scripts and programs. Related job functions include, but are not limited to, the following: • Lead and collaborate with internal and external stakeholders to identify, develop, review, document, and communicate data conversion requirements. • Lead multifunctional teams within the Project to understand and identify data usage and implications for data conversion. • Review, oversee, and approve the converted data with Product staff to ensure it meets the Project business objectives. • Manage, create, develop, and plan, data conversion logic, processes and procedures using industry accepted tools and software. • Manage, create, implement, and contribute to data conversion plans and other related documentation, including risk, milestones, quality, and business approval details. • Lead analysis of data conversion, report progress, and monitor data conversion efforts which support Project Planning and ensure agreed upon Project milestones. • Perform the most complex validation activities while collaborating with data engineers and stakeholders to ensure data from legacy sources have been converted successfully to CDI. • Lead, research and utilize tools to monitor the data conversion activities and perform data quality assurance activities to identify and rectify any inaccuracies during data conversion.
20%	Lead the CDI team in collaboration with stakeholders to manage Master Data Management (MDM) and perform data quality monitoring, cleansing in supporting CWS-CARES objectives. Design, build, deploy, and maintain data quality monitoring, cleansing scripts and programs. Related job functions include, but are not limited to, the following: • Contribute to the planning of the overall organizational MDM strategy. • Implement and direct the maintenance of the master data management solutions. • Review, analyze, and enrich master data elements while optimizing the flow of data among all data sources connected to CDI. • Coordinate system design, modification, upgrade, and implementation projects. • Develop and implement complex matching, merging and survivorship rules for member data mastering while ensuring they are scalable, performant, and accurate. • Contribute to the maintenance and continuous quality improvement of the CDI data models and data management processes. • Perform the most complex analysis on large datasets in CDI to determine and monitor data quality and integrity and identify data quality issues and perform root cause analysis. • Monitor and conduct audits of system performance and quality analysis. • Identify and apply data cleansing solutions such as deduplication, fuzzy matching, imputation, and cross-validation.

Percentage of Duties	Marginal Functions
%	Click here to enter text.
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing:	Intermittent (34-50%)	Sitting:	Intermittent (34-50%)
Walking:	Rarely (1-6%)	Temperature:	Temperature Controlled Office Environment
Lighting:	Artificial Lighting	Pushing/Pulling:	1-25% of the time
Lifting:	1-25% of the time	Bending/Stooping:	1-25%

Other: Sit Stand Desk. Telework may be available based on business need.

Type of Environment: a. High Rise   b. Cubicle

Interaction with Public: a. Required to assist customers on the phone and in person.   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)*
None.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)
Vacant

Employee's Signature	Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)
Yee Luk

Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval

☒ Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
☐ Exceptional allocation, 625 on file.		
	NM	7/13/2022

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:
Click here to enter text.

** AFTER SIGNATURES ARE OBTAINED:
- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE**
- **FILE A COPY IN THE SUPERVISOR'S DROP FILE**