



Classification: Information Technology Specialist III
Position Number: 880-280-1415-002

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-280-030	Classification Title: Information Technology Specialist III	Position Number: 800-280-1415-002
Incumbent Name: Vacant	Working Title: Enterprise Data Architect	Effective Date: December 2023
Tenure: Permanent	Time Base: Fulltime	CBID: M01
Division/Office: Division of Information Technology		Section/Unit: IT Business Operations Support Branch
Supervisor's Name: Russell Hernandez		Supervisor's Classification: Information Technology Manager II

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the administrative direction of the Information Technology Manager II (ITM II) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description



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The incumbent acts as an expert advisor and lead Data Architect responsible for providing expert-level data architecture strategic leadership and development functions in support of the agency's diverse enterprise data needs including the Safe and Affordable Drinking Water Program (SADW) and drought related informational needs. The incumbent will lead data modeling efforts to establish an enterprise data architecture to streamline data collection and reporting for the SADW and drought programs. The incumbent works independently and acts in a lead capacity in the planning and coordination of activities that require the development of technology solutions for the most complex business, scientific or engineering problems. The incumbent will provide services from IT domains including Software Engineering, System Engineering, Information Security Engineering, Information Technology Project Management, and Business Technology Management. The technologies used in the agency's complex systems include MS SQL Server, T-SQL, Snowflake, SnowSQL, Fivetran, SSIS, SSRS, JSON, XML, jQuery, ASP.Net, C#, MVC, AJAX, JavaScript, IIS, Power BI, Tableau, Oracle, ArcGIS JavaScript API, Web Services, Azure, AWS, Red Hat Linux (RHL), and Windows Server.

Essential Functions (Including percentage of time):

40%	Collaborate with program and technical stakeholders to design and establish the enterprise data architecture. Design, develop, and support enterprise data models which span multiple database types across data center environments. Develop and implement data and query standards appropriate for each model. Assess program business goals, define how data will be stored, consumed, integrated, and managed by different data entities, systems, and applications. Evaluate complex database structural requirements by analyzing customer operations, applications, and programming. Evaluate complex system solutions and make recommendations for new and existing complex application and interface projects to ensure system solutions align with the enterprise data architecture. Apply expert-level knowledge and skills of data modeling tools and methods to ensure optimal design of data structures for reporting, application efficiency, security, and data extraction. Lead the development of the most complex database solutions by designing data models across all phases of data modeling, from conceptualization to database optimization. Design and develop the most complex Extract-Transform-Load (ETL) processes and standards used to integrate data from multiple systems. Design, document, develop, implement, and support enterprise data warehouse enhancements and corresponding system administration. Serve as the lead data architect to establish coding and design standards at an enterprise level. Perform structured systems analysis and prepare system specifications and detailed design specifications including system diagrams, entity relationship diagrams (ERD), database schemas, access requirements, system flowcharts and data flow diagrams.
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40%	Design, document, develop, and implement data architecture security and privacy controls spanning multiple IT platforms. Document data architecture policies, system requirements, and maintenance methodologies procedures to establish and sustain the enterprise data architecture. Document guidelines, standards, and processes to ensure data quality and integrity. Document and advise management and executive level staff on data architecture governance and policy. Provide guidance and enforce data management policy compliance. Assess and plan for future cloud-based data platforms. Recommend and establish guidelines for infrastructure and software licensing procurement. Ensure software licensing compliance. Coordinate complex information technology projects to include defining project scope, objectives, project schedules, resource plans, cost estimates, risk identification, procurement plans, roles and responsibilities for team members, and communication. Advise management on the planning, development, implementation, and coordination of IT issues.
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Marginal Functions (Including percentage of time):

5%	Attend regularly scheduled DIT staff meetings, and training sessions.
5%	Perform other duties, as required.
5%	Evaluate and recommend vendor software packages and hardware/software purchases.
5%	Provide technical training, mentoring and knowledge transfer to DIT staff on all aspects of data architecture, systems analysis, troubleshooting, coding, testing, implementation, maintenance, and operations of data management solutions. Work as a Project Lead on other special projects, and other duties appropriate to the classification.

Typical Physical Conditions/Demands:

The position requires extensive use of a personal computer and the ability to sit/stand at a desk for extended periods of time. Ability to lift and carry up to 20 pounds. Ability to sit for long periods of time while traveling extended distances.

Typical Working Conditions:

The incumbent works in an office building in a smoke-free environment. The work schedule is Monday through Friday as required to support core business hours. Will be required to work unusual hours including evenings, weekends, and holidays in response to IT outages or when the department is mission tasked. Overnight travel may be required within the state as necessary to support job functions.



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Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date
Russell Hernandez		

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES **NO**

Employee Name	Employee Signature	Date