**OFFICE OF THE STATE CONTROLLER**

DUTY STATEMENT

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| **EMPLOYEE NAME**  Vacant | **DIVISION – UNIT NAME**  Personnel and Payroll Services Division (PPSD) - California State Payroll System (CSPS) Project |
| **CLASSIFICATION TITLE**  ITS II | **HEADQUARTERS ADDRESS**  300 Capitol Mall  Sacramento, CA 95814 |
| **WORKING TITLE**  Data and Reporting Specialist | **POSITION NUMBER**  051-221-1414-002 |
| **Information Technology Domain**  Client Services | **EFFECTIVE DATE**  TBD |

**SECTION A: GENERAL DESCRIPTION**

Under general direction provided by the California State Payroll System (CSPS) Client Services and Data Manager (Information Technology Manager I), the Data and Reporting Specialist (Information Technology Specialist II) is responsible for performing the creation and delivery of architectural documentation, interagency agreements, reporting, data gathering, data analytics, metrics, and payroll data from multiple legacy systems to a new cloud hosted software solution.

The CSPS IT Project is a project to improve and replace the current personnel and payroll systems for the State of California. CSPS will deliver a modern solution for Human Capital Management (HCM) including core HR functionality (position control, personnel administration, benefits administration, and time management), Travel and Business Expense, and Payroll with employee self-service and streamlined business processes using innovative technology solutions. The incumbent will perform a wide variety of activities such as technical documentation standardization, data analysis and reporting, problem resolution, and requirement agreement coordination. The ITS II will combine complex analysis for technical needs with project management tasks, which includes personnel and payroll system design planning and implementation activities for a highly complex IT project.

The incumbent must demonstrate the highest level of expertise in business systems analysis techniques and System Development Lifecycle (SDLC) practices, Data Governance, Change Control principles and practices, and customer service concepts.

Duties include, but are not limited to:

**SECTION B: ESSENTIAL FUNCTIONS**

Candidates must have the ability to perform the following essential functions with or without reasonable accommodations.

|  |  |
| --- | --- |
| **Percentage of Time Spent** | **Typical Task** |
| 35% | Leads meetings with partners and the solution provider to gather and establish Service Level Agreements for data exchanges. This includes monitoring, providing expert guidance on processes and policy changes, making sure state standards are being met, and collaborating with all parties.  Manages the change control process and policies for the CSPS technical team. This includes leading meetings or communications with internal and external entities to document, prioritize, and plan any technical changes which impact the customer or the project. This includes prioritization, solution assessment, level of effort estimations and analysis for new or changed implementations in collaboration with our Business Analysts and Project Management teams.  Develops and organizes, in collaboration with other teams, the documentation required for describing the data exchanges between organizations, or the technical environment which supports the data. This includes diagrams, workflows, operations, capabilities and other industry standard documentation as required. The process and policy to maintain these descriptive documents is also the incumbent’s responsibility to coordinate and accomplish. |
| 35% | Helps establish the data governance standard for the CSPS project and the future state solution. This includes methods, priority, and security for data extraction, sharing, publishing, and maintenance. In addition, the role will work with business and technical partners to establish quality controls and data controls to support and maintain the timelines of the project.  Expert-level knowledge and hands-on experience in designing efficient and complex data designs for transaction processing, data analytics, metrics, and data warehousing.  Acts as the expert in data interpretation for the project. This includes creating and working with data models, data mining activities, providing insight and analytical interpretation based on metrics and data artifacts. This will be for both ad-hoc and ongoing reports which must be prioritized and maintained by the position. As an analytical expert, provides recommendations to partners or management for efficiency and process improvement from the fact findings associated with previously mentioned methods. |
| 25% | Acts as an expert to help train and educate partners and peers on data related activities, functions, scope, and schedule. Disseminate this information by utilizing project repository, conducting meetings, and documenting information that can be utilized and understood by team members for backup coverage and daily procedures. Presents reports and dashboards consumed internally.  The incumbent utilizes master-level expertise and skills to provide driving criteria in reports and presentations on future technology trends, technical components, interfaces, protocols, and architectures to advise on formulating a data management strategy, policy, and governance.  Conducts meetings, data governance, documentation and project leadership. Maintains in house tools and inventory of reports and report gathering. |
| 5% | Provide gap solution analysis on past process times, new efficiencies, and reporting project growth opportunities.  Assist in workloads in the support of the technical and functional readiness and ability of the CSPS teams to complete the project’s deliverables. |

**SECTION C: NON-ESSENTIAL FUNCTIONS**

| **Percentage of Time Spent** | **Typical Task** |
| --- | --- |
| % | Not applicable |

**SECTION D: ADA REQUIREMENT**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

**SECTION E: KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

**Ability to:**

Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

**SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)**

The incumbent will have access to very sensitive and confidential information. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in civil or criminal actions against those involved. Unrecognized changes or incorrectly implemented changes can negatively affect project cost, schedule, and scope.

**SECTION G: PERSONAL CONTACT**

The incumbent will have daily contact with staff at all levels of the department, specifically the CSPS Project team. Occasionally, the incumbent will confer with staff from other State Departments and control agencies.

**SECTION H: WORK ENVIRONMENT**

**While at Headquarters**: Work is performed in a high-rise climate-controlled office under artificial light with standard office furniture and equipment. If required to travel the incumbent may be subject to the elements of the destination.

**While Teleworking**: This position is primarily telework. Employee may occasionally be required to attend meetings or work in an SCO office for limited periods. Employee will be expected to adhere to all requirements of the signed telework agreement.

**SECTION I: PHYSICAL REQUIREMENTS**

The incumbent may be required to sit for long periods using a keyboard and video display terminal/computer monitor(s).

Check the frequency of activity required of the employee to perform the job

| Activity  (Hours per day) | Never  (0 Hours) | Occasionally  (up to 3 hours) | Frequently  (3 to 6 hours) | Constantly  (6 to 8 hours) |
| --- | --- | --- | --- | --- |
| Sitting |  |  |  | x |
| Walking |  | x |  |  |
| Standing |  | x |  |  |
| Bending (neck/waist) | x |  |  |  |
| Squatting | x |  |  |  |
| Climbing | x |  |  |  |
| Kneeling | x |  |  |  |
| Crawling | x |  |  |  |
| Twisting (neck/waist) | x |  |  |  |
| Is repetitive use of hand(s) required? |  |  | x |  |
| Simple Grasping (R or L) | x |  |  |  |
| Power Grasping (R or L) | x |  |  |  |
| Fine Manipulation (R or L) | x |  |  |  |
| Pushing/Pulling (R or L) | x |  |  |  |
| Reaching (above/below shoulder level) | x |  |  |  |
| Lifting/Carrying | Describe the heaviest item required to be lifted or carried, the frequency and the distance: N/A | | | |

**SECTION J: SIGNATURE**

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

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Employee’s Signature Date

I have discussed and provided a copy of this duty statement to the employee named above.

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Supervisor’s Signature Date