

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-
10545-ETS

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Admin Division - Enterprise Technology Solutions	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Enterprise Architecture – West Sacramento	CLASS TITLE Systems Software Specialist (SSS) III (Technical)
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 3rd Floor
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-072-1367-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under administrative direction of Chief Technology Officer (Data Processing Manager IV), the Data Architect (SSS III) serves as the principal technical lead of all database and data warehouse design, development and maintenance activities for DGS. The incumbent has mastery level skills and is the knowledge expert responsible for data models and standards, as well as, how data is stored, arranged, integrated, and put to use in information systems and in organizations. The tasks are performed in accordance with the customer, department and Agency business goals using standard the department's platforms, including: ERP, Oracle, MS SQL, SSIS, SSRS, .NET. The incumbent works as part of an Enterprise Architecture team cooperatively with programmers, network engineers, server analysts, business analysts, business partners, and executive management to develop technology roadmaps and solutions.

% of time performing duties Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

35%	<p>All work is to be performed in accordance with State and Federal laws and rules, State Personnel Board, Department of Personnel Administration, State Administrative Manual (SAM), Government Code and other statutory mandates, and/or principles and guidelines of the Department of General Services (DGS) Executive Management.</p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>This position is designated under the Conflict of Interest Code. The 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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>ESSENTIAL FUNCTIONS Data Architecture Design and Development In accordance with the department and customer business goals, define how the data will be stored, consumed, integrated and managed by different data entities, systems, and applications:</p> <ul style="list-style-type: none"> Evaluates the most complex database structural requirements by analyzing customer operations, applications, and programming; reviewing objectives with clients; evaluating current systems. Conceptualizes the most complex database solutions and makes recommendations for the most complex application and interface projects to steer the department toward enterprise data solutions.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Gary Renslo	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<ul style="list-style-type: none"> • Leads the development of the most complex database solutions by designing data models across all phases of data modeling, from conceptualization to database optimization. • Leads the design of database physical structure and defines the most complex functional capabilities, security, back-up, and recovery specifications. • Defines specifications for the most complex production data transaction and warehouse servers (CPU, memory, and storage). • Ensures the enhancement of database performance by: identifying and resolving the most complex production and application development issues; calculating optimum values for parameters; leading the evaluation, integration, and installation of new releases; and creating database maintenance standards. • Provides the highest tier of database support by coding utilities, responding to user questions, and resolving problems. • Monitors, updates and resolves the most complex Help Desk tickets using incident and service management software and analyzes repeated tickets for systemic solutions. • Lead the implementation of the most complex new system functionality by applying knowledge of ERP, Oracle and MS SQL systems. • Applies knowledge of system analysis, design, requirements, and testing to implement new system functionality and enhancements. • Applies advanced knowledge and skills of data modeling tools and methods in order to ensure optimal design of data structures for application efficiency, security and data extraction. • Advises management and executive staff on the planning, design, development, implementation, and coordination of the most complex new efforts, system upgrades, system integrations, and optimizing system operations. • Serves as a project leader by providing technical expertise to the most complex application development, database administration, server administration, and system operations team members, and a technical liaison for business analysts and customers.
25%	<p>Data Warehouse Design and Development</p> <p>Create the “big data” picture for the department. Initiate, evaluate, and influence projects from the perspective of the entire organization. Plan, design, coordinate and implement data warehouses:</p> <ul style="list-style-type: none"> • Map the most complex systems and interfaces used to manage data with logical data flow diagrams • Design and develop the most complex Extract-Transform-Load (ETL) processes and standards used to integrate data from multiple systems. • Create the most complex dimensional data models (star schema), based on customer reporting needs and validate results with customers. • Develop data-marts and online analytical processing (OLAP) cubes using both custom developed and commercial off the shelf tools • Develop business intelligence (BI) and information reporting solutions to align and expand upon the customers’ business strategy utilizing both custom developed and commercial off the shelf tools • Define the most complex data sets for departmental functions and services and the related data set inventories. • Create “Open data” processes to make department data publicly available on an Internet portal, subject to any state or federal law or regulation relating to privacy.
20%	<p>Data and Database Standards</p> <p>Create DGS data policies, standards, and procedures in order to establish repeatable processes to assure data integrity and security, and accurate, performing, and sustainable databases and application interfaces:</p> <ul style="list-style-type: none"> • Develop and enforce the most complex Oracle and Microsoft database and data warehouse standards through documentation, training and design reviews. • Set standards for the most complex data management tools and techniques to leverage the magnitude of data systems required to meet the organizations’ vast span of responsibilities • Ensure the standardization of database administration through the use of automated scripts and tools. • Ensures all database development is in compliance with change management processes. • Ensures documentation exists and is updated for all databases and processes supported including data models (logical and physical designs), data dictionaries, maintenance procedures, software configurations, data classifications, data backup and recovery, ETL, etc.

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10%	<p>Technical Architecture Data Roadmap</p> <p>Ensure DGS utilizes technology to the greatest benefit of the department and customers while in compliance with the State CIO architectural guidelines, DGS technology policies and standards, and the DGS strategic business objectives:</p> <ul style="list-style-type: none"> • Document our data architecture and establish a technology roadmap for systems and databases, ensuring a long term strategic alignment with DGS technology and business functions. • Design databases and ETL processes to support complex interfaces between DGS systems and other State systems. • Research, evaluate, and recommend vendor software and technology in order to meet DGS business objectives. Recommend emerging data technologies and tools to guide the department in understanding and adopting them. • Initiate and recommend changes that promote innovative solutions to meet customer needs. • Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
10%	<p>Project Management</p> <p>In order to ensure successful completion of IT projects while in compliance with DGS IT standards, using project management best practices and principals:</p> <ul style="list-style-type: none"> • Lead and coordinate data projects that involve Oracle and MS SQL Server products. • Develop project charters and status summaries. • Maintain schedules by updating and revising tasks, deliverables, milestones and resource requirements. • Maintain regular project team communication and inform management of all project issues. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Information technology systems development including the system development life cycle; and requirements, design, and test techniques; software programming; hardware and its capabilities; and interfaces between hardware and software; and the requirements for the installation and implementation of the most complex information technology software systems.</p> <p>Ability to: Write complex programs; develop detailed program specifications; analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative relationships with those contacted in the course of the work; work under pressure; communicate effectively; prepare effective reports; coordinate the activities of technical personnel.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Demonstrated knowledge and recently applied experience using MS SQL Server, T-SQL, SSIS, SSRS, and data modeling tools. • Demonstrated knowledge and recently applied experience in database design, data modelling, data maintenance, database security, database management, requirements analysis, teamwork, leadership, and presenting technical information. • Demonstrated knowledge and recently applied experience using Oracle databases, Oracle tools, and Oracle E Business Suite. • Experience with business intelligence tools or report writing using an enterprise reporting tool such as Oracle BI-Publisher, Oracle Reports, or Microsoft SSRS • Experience with data migration tools, ETL process development, data warehousing, and creation of star schema and OLAP cubes. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Strong organizational skills • Strong commitment to continuous improvement. • Passion for taking initiative, accepting responsibility, and delivering on commitments.

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	<ul style="list-style-type: none"> • Excellent analytical skills. • Excellent communication skills. • Ability to work independently • Strong customer service skills. • Ability to work under pressure and adjust to changes in priorities or workload. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Daily use of personal computer, cell phone, fax, copiers and general office equipment • Frequent use of a laptop and related software applications • Occasional off-site meetings within Sacramento and occasional out-of-town (within California) meetings that may require the use of various transportation modes, i.e. airplane, taxi, car, etc. • Arrives to work on time and is fully accountable for working an eight-hour day • Comes to meetings on time and is fully prepared, including handouts for distribution when appropriate • Ability to work in a fast-paced environment and work well under pressure • Ability to analyze staff and customer needs and provide assistance. • Communicate positively and cooperatively with all staff • Works extended hours as needed to meet work commitments <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Ability to walk, to stand, stoop, sit, reach and lift • Ability to use repetitive hand movements in the performance of daily duties • Ability to set-up training material for various events. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Ability to handle stress and deadlines • Understand and follow the DGS Enterprise Technology Solutions Office rules, policies, and procedures at all times.