

## DUTY STATEMENT

| 1. POSITION INFORMATION  |  |
|--|--|
| Civil Service Classification<br>Information Technology Specialist II   | Working Title<br>Data Analytics Specialist   |
| Employee Name<br>Vacant  | Position Number<br>791-730-1414-003  |
| Project/Division Name<br>CalHEERS  | Supervisor's Name<br>Amarjot Biring  |
| Unit<br>Operational Readiness Technical Team   | Supervisor's Classification<br>Information Technology Manager I  |
| Physical Work Location<br>2329 Gateway Oaks Dr., Sacramento, CA  | Duties Based on:<br><input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction  |
| Revision Date<br>2/22/2018   |  |
| 2. REQUIREMENTS OF POSITION  |  |
| <p><b>Check all that apply:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required<br/> <input type="checkbox"/> May be Required to Work in Multiple Locations         </div> <div style="width: 48%;"> <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check<br/> <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div>   |  |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION   |  |
| <p>IT Domains used:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Business Technology Management<br/> <input type="checkbox"/> Client Services<br/> <input type="checkbox"/> Information Security Engineering         </div> <div style="width: 48%;"> <input checked="" type="checkbox"/> Information Technology Project Manager<br/> <input checked="" type="checkbox"/> Software Engineering<br/> <input checked="" type="checkbox"/> System Engineering         </div> </div>  |  |
| <p><b>Summary Statement:</b></p> <p>Under general direction of the Information Technology Manager I, the incumbent provides data analysis support for the CA Healthcare Eligibility, Enrollment, and Retention System (CalHEERS). The Data Analytics Specialist acts as the leader in providing oversight and support with data-related changes to CalHEERS including writing SQL queries to validate reports and data and reviewing technical changes to ensure successful implementation and maintenance of the CalHEERS ecosystem. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information.</p> |  |
| Percentage of Duties   | Essential Functions  |
| 35%  | <p><b>Data Analysis Support</b></p> <p>Act in a leading support role to provide oversight to the System Integrator (SI) on data analysis to address questions from the State, counties, vendors, and Sponsors. Participate in discussions with the SI to review, support, and assist with data-related changes to the CalHEERS system including and not limited to Production Change Requests (PCRs) and Database Change Requests (DBCRs). Review, evaluate, monitor, communicate, and approve PCRs and DBCRs to ensure successful implementation of SQL scripts. Participate in discussions with the SI on technical, infrastructure, and data changes and provide support with reviewing, prioritizing, and approving the changes. As data analytics lead, provide leadership and direction to consultant technical staff and State technical staff.</p> |
| 25%  | <p><b>Data Integrity Support</b></p> <p>Act as the lead on providing data integrity support including but not limited to reporting requirements for Center of Medicare and Medicaid Services (CMS), attending data integrity meeting with Sponsors, and work with the SI to ensure the batch jobs are executed on time. Review and analyze the data results to ensure the data is valid and communicate with Sponsors. Act as the lead on providing oversight to the SI for automated report generation ensuring the reports are delivered to the Sponsors on a regular basis and work with the SI to troubleshoot all related issues.</p>   |

|                      |  |
|----------------------|--|
| 20%                  | <b>Technical Change Request Support</b><br>Collaborate with business analysis teams made up of state, county, federal, consultant and system integration (SI) staff, to perform CalHEERS business and technical analysis to develop system requirements. Participate in discussions with representatives from the State, other states, counties, vendors, and other entities associated with the CalHEERS Project to support and assist with joint application design sessions (JADs) and walkthroughs. Review, monitor, coordinate, communicate, and facilitate change requests through its life cycle adhering to the Project Management Office (PMO) change management process. |
| 15%                  | <b>Review System Integrator Deliverables</b><br>Independently review and evaluate system integrator (SI) deliverables and prepare and provide findings and recommendations to project management on acceptance. Take the lead on reviewing assigned contract renewals and work with the SI and sponsors to complete approvals. Monitor SI performance to evaluate compliance with the use of accepted industry, project, state standards and quality controls; and provide systems development support to validate and identify interface and applications requirements.   |
| Percentage of Duties | Marginal Functions   |
| 5%                   | Perform other duties as assigned.  |

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

|                                 |  |
|---------------------------------|--|
| Standing: Infrequent (7-12%)    | Sitting: Frequent (51-75%)                             |
| Walking: Occasional (13-25%)    | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting   | Pushing/Pulling: Not Applicable                        |
| Lifting: Not Applicable         | Bending/Stooping: Not Applicable                       |
| Other:                          |  |
| Type of Environment: a. Cubicle |  |
| Interaction with Public: a. N/A |  |

#### 5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)  
N/A

#### 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)

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)

Supervisor's Signature

Date

## 7. HRD USE ONLY

### Human Resources Division Approval

- ☐ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

### 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:

#### \*\* 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