

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Systems Software Specialist III (Technical)		Business Intelligence (BI) Architect	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
TSD / Data Services Section		290-381-1367-xxx	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	1	4C	None
FINGERPRINTS REQUIRED	Y N	SUPERVISION EXERCISED	
	<input type="checkbox"/> <input checked="" type="checkbox"/>	None	

JOB REQUIREMENTS

Knowledge of:

- Business Intelligence (BI) analytics and reporting solutions
- Architecture of Decision Support Solutions (DSS) and Data Warehouse (DW) activities
- Extract/Transform/Load (ETL) definitions, processes, and activities.
- Lead person responsibilities
- Information Technology (IT) concepts, practices, methods, and principles
- Evolving industry trends, practices, and standards (global understanding)
- Database concepts, practices, methods, and principles
- Data integrity concepts, practices, methods, and principles
- Application design concepts, practices, methods, and principles
- Application change control concepts, practices, methods, and principles
- Programming languages and tools
- Database management systems and tools
- Database and application performance monitoring tools
- Database and application capacity planning tools and techniques
- Central and distributed application and database environments
- Integrated application and database environmental issues
- System and application development life cycle practices and principles
- Quality assurance and control
- Technical infrastructure and support mechanisms of data centers
- IT as it relates to business needs, procedures, and practices
- Business environment and the importance of business requirements, rules, and standards
- Role and responsibility of various sections within an IT organization
- Role and responsibility of various business sections within the Agency
- Role and responsibility of various State control agencies
- In-depth understanding of their technology industry specialty for strategic planning and decision-making
- In-depth understanding of the enterprise technology framework and its critical support needs
- In-depth understanding of the technical infrastructure required to support business needs
- Large and/or complex multi-user, multi-scale, multi-tasking applications and database management systems with online and batch activities

Ability to:

- Represent the organization within and outside the Board in a manner which will enhance public respect for, and confidence in the employee, agency and state government as a whole
- Interact respectfully, professionally, positively and courteously when communicating and working with others
- Effectively carry out Lead person responsibilities, which includes the ability to:
 - Define, architect, plan, organize and manage assignments
 - Gain the confidence and support of management
 - Motivate staff
 - Lead, mentor, and provide on-the-job training for staff

- Lead, monitor, coordinate, and follow-up on the activities and tasks of others involved in the development and implementation of projects
- Keep up with, understand, consider, and incorporate IT industry trends and standards
- Effectively apply IT concepts, practices, methods, and principles in solving the most complex business and technical issues
- Effectively apply database concepts, practices, methods, and principles
- Effectively apply application design concepts, practices, methods, and principles
- Effectively apply application change control concepts, practices, methods, and principles
- Effectively apply quality assurance and control measures
- Effectively use database management systems, programming languages and technical tools
- Administer and support database environments and technical tools
- Troubleshoot the most complex database, application, system environment, and other technical problems
- Develop and implement the most complex IT solutions, strategies, processes, and standards
- Evaluate alternatives and recommend effective solutions
- Recognize and apply sensitivity to the business perspective of the organization
- Analyze and plan complex work at a detailed level
- Perform completed staff work
- Effectively communicate both orally and in writing
- Maintain focus and commitment for complex and demanding projects
- Work independently with little to no direction and follow-up
- Work effectively as part of a large, multi-disciplined team
- Work under pressure to resolve complex issues and meet scheduled deadlines
- Work overtime, if required
- Work in a high rise and secured building
- Contribute the highest level technical expertise and leadership in meeting the most complex or critical technical issues
- Provide future direction and strategic IT planning and policy
- Establish an enterprise technology framework that meets the critical support needs of the agency
- Establish and maintain a technical infrastructure that supports the business needs
- Provide the highest level technical expertise and support for large and/or complex multi-user, multi-scale, multi-tasking applications and database management systems with online and batch activities

Desirable:

- Knowledge of principles, practices, and techniques of personnel management, supervision, and employer-employee relations
- Knowledge of supervisors' role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity objectives.

Statement of Position

Under the administrative direction of a Data Processing Manager II/III, the Systems Software Specialist III (SSS III) works independently as the recognized technical solution expert on the Business Intelligence (BI), Data Administration (DA), and complex BOE corporate Data Warehouse (DW). The SSS III will define, architect, evaluate, review, and validate BI, Extract/Transform/Load (ETL), and Decision Support Solutions (DSS) for BOE technology solutions. The SSS III is responsible for providing consultation, technical specification, development, and implementation of more complex BI designs, changes, and enhancements. The SSS III is also responsible for functional integration and inter-operability of the Board's BI solution. As a member of the Division and the Board, the SSS III represents the organization within and outside of the Board, and is expected to interact respectfully, professionally, positively, and courteously when communicating and working with others.

PERCENTAGE OF TIME SPENT	<u>DUTIES</u>
60% (*)	<p>Business Intelligence Architecture</p> <ul style="list-style-type: none"> ▪ Provides technical leadership, vision, consultation, and support for Business Intelligence, and Decision Support Solutions, technologies, standards, and initiatives. ▪ Provides architecture, technical leadership, vision, consultation and support for Business Intelligence and Decision Support Systems standards, technologies, and implementation. ▪ Researches emerging Big Data technology for business and technology opportunities. ▪ Develops, defines, establishes, and oversees Business Intelligence and Decision Support System concepts, principles, and standards. ▪ Participates in information strategic planning with business executives, business staff, and technology management and staff. ▪ Provides guidance and consultation for Business Intelligence issues. ▪ Develops, defines/refines and oversees the standards and techniques for developing reusable objects and services.
25% (*)	<p>Data Architecture</p> <ul style="list-style-type: none"> ▪ Create Data Warehouse opportunities and solutions for the Board's business needs by utilizing knowledge of the Board's technology environment and the use of technology. ▪ Participates in business process re-engineering efforts and strategic business planning relative to technology opportunities and directions. ▪ Provides architecture, technical leadership, vision, consultation and support for enterprise Data Architecture and related strategies. ▪ Leads and oversees the definition and development of Extract/Transform/Load (ETL) schemas, standards and usage. ▪ Provides technical direction and training to expert and journey level staff involved with BI and ETL processes ▪ Serves as technical consultant in the design, development, expansion, and use of the Board's most complex corporate Data Warehouse and integrated application environment. ▪ Serves as consultant for the development of new applications and the implementation of new technologies. ▪ Provides technical leadership and direction for middleware technology and its use in addressing inter-operability issues. ▪ Provides consultation during conceptual, logical, and physical design of applications and databases. ▪ Leads, consults, and supports the development of application and database standards, policies, procedures, development methodologies, and application and database directions. ▪ Participates in the development of security strategies, processes, and standards. ▪ Works with all levels of technical and management staff, across agencies, to achieve solutions for the most complex, critical, and/or controversial projects with widespread impact. ▪ Researches emerging technology for business and technology opportunities. ▪ Provides future direction, strategic and tactical IT planning support at the enterprise level. ▪ Provides leadership and authority in the development and interpretation of technical guidelines used to formulate IT strategy and policy for the Board. ▪ Oversees and coordinates research and development for DA, ETL and multi-tier communication tools and techniques.

PERCENTAGE OF TIME SPENT	<u>DUTIES</u>
10% (*)	Lead Person duties include the following: <ul style="list-style-type: none"> • Makes work assignments • Reviews completed work • Provides on-the-job training, coaching and mentoring • Communicates priorities and deadlines for assignments • Provides expert level technical direction and support to all levels of staff
05%	Other <ul style="list-style-type: none"> • Performs other work related duties as required.

(*)These job duties are essential in performing the required work functions in the position of Systems Software Specialist III.

<i>I have read this duty statement and fully understand my assigned duties.</i>	
EMPLOYEE'S SIGNATURE	DATE
<i>I have reviewed these duties with the above named employee.</i>	
SUPERVISOR'S SIGNATURE	DATE