

Enterprise Information Services  
Duty Statement

<b>Section:</b>	Application Maintenance and Support
<b>Unit:</b>	COMPSTAT – Enterprise Web and Collaborative Solutions
<b>Position Number:</b>	065-620-1373-013
<b>Classification:</b>	Systems Software Specialist II (Technical)
<b>Date:</b>	08/21/2015

**Supervision:** In day-to-day operations the Systems Software Specialist II, Technical (SSS II Tech.) functions under the general supervision of the COMPSTAT Chief of Research Correctional Programs, Division of Internal Oversight and Research, Office of Audits and Court Compliance (OACC). The SSS II (Tech.) maintains a dual reporting relationship with the Data Processing Manager II, Supervisor (DPM II) with Enterprise Information Services (EIS) as a position matrixed to COMPSTAT. Under this collaborative management structure, the SSS II (Tech.) is responsible for independently, and as part of the COMPSTAT Business Intelligence (BI) team, conducting and facilitating COMPSTAT's process of developing, collecting, verifying, warehousing, and reporting complex data from more than forty centralized and decentralized data sources owned by the Department of Corrections and Rehabilitation (CDCR) and various CDCR control agencies for the purpose of department-wide strategic and operational performance measurement and reporting. The SSS II (Tech.) must have technical expertise in the various computerized data systems owned and used by COMPSTAT and CDCR. These data systems are used to meet departmental requirements for strategic and performance measurement and reporting.

COMPSTAT tracks organizational operations data to measure changes in performance in the areas of safety, security, programs, finance, and operations. The SSS II (Tech.) performs a variety of most complex tasks including the more independent, responsible, varied and complex technical data collection and manipulation of computerized statistical information in a variety of program languages and computer system platforms.

**Knowledge:** The SSS II (Tech.) has extensive knowledge of the organization's business and has the primary responsibility to lead and work collaboratively within the COMPSTAT's BI team in planning, designing, maintenance, and supporting the various computer applications for internal and external clients in a heterogeneous network and enterprise data warehouse architecture environments. The SSS II (Tech.) has extensive knowledge of integration services (SQL Server Management Studio, SSMS) and using these tools to transform and integrate text (.txt) and spreadsheet (e.g., MS EXCEL) data into relational databases. The SSS II (Tech.) has a thorough working knowledge of Microsoft SharePoint VB & ASP.NET, Microsoft Visual Studio, SQL reporting services, Performance Point, Microsoft SQL Server, and database modeling tools. The SSS II (Tech.) possesses and demonstrates the highest skills, knowledge, and proficiency with respect to database and system integration technology infrastructure administration concepts, practices, and principles. The SSS II (Tech.) has a broad understanding of computer research and statistical collection methods and techniques, ability to synthesize data from a variety of disciplines and an overall comprehension of research methodology and computerized statistical procedures. The SSS II (Tech.) should have a broad understanding of computer research and statistical collection methods and techniques, the ability to synthesize data from a variety of disciplines, and an overall comprehension of research methodology and computerized statistical procedures. The SSS II (Tech.) is experienced in enterprise system data security, data back-up and data recovery.

**Guidelines:** The SSS II (Tech.) is expected to lead one or more teams, coordinate work to team members, and follow-up to ensure assignments are completed accurately and on schedule. The SSS II (Tech.) directs and motivates team members to achieve project goals. The SSS II (Tech.) has the ability to analyze problems accurately, develop appropriate solutions, and recommend effective optional courses of action at the most complex levels; as the technical lead for the identification of data collection and process improvements and to originate and develop new solutions which depart from traditional and existing reporting patterns. The SSS II (Tech.) should have the highest level of technical data collection knowledge of the application of computerized models to collect and verify data, data compilation methods, computerized statistical analytical techniques and operations research methods.

**Complexity:** The SSS II (Tech.) has the highest level of technical knowledge of the application of computerized models to collect, compile, verify partition, integrate, output, and report numerical data. The SSS II (Tech.) has extensive knowledge of the organization’s business and to takes into account the larger business perspective in evaluating and designing COMPSTAT IT solutions. The SSS II (Tech.) provides technical leadership in the development, implementation and maintenance of COMPSTAT’s very complex data collection, analytical, and reporting systems. The SSS II (Tech.) performs high-level and detailed project planning, coordinates project resources, and leads team efforts to maintain and continuously validate data collected and reported by COMPSTAT. The incumbent also leads and motivates team members to achieve project goals.

**Scope and Effect:** The SSS II (Tech.) will independently, and as part of the COMPSTAT Business Intelligence (BI) team, conduct and facilitate COMPSTAT’s process of developing, collecting, verifying, warehousing, and reporting complex data from more than forty centralized and decentralized data sources owned by the CDCR and its various CDCR control agencies for the purpose of department-wide strategic and operational performance measurement and reporting, and legislative and Governor’s Office reporting. Reporting may be monthly, quarterly, or annually. The SSS II (Tech.) is expected to lead one or more teams, coordinate work to team members, and follow-up to ensure assignments are completed accurately and on schedule.

**Personal Contact:** The SSS II (Tech.) is expected to communicate effectively, orally and in written form with peers in the CDCR as well as with external customers. The SSS II (Tech.) is expected to give verbal presentations and briefings.

The duties of the position include, but are not limited to, the following:

45%	Technical
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- Technical lead responsible for the integration of various database applications using client & server, mainframe, and web-based database development tools.
- Technical lead responsible for the development of relational database models, including data models, data flows, and data administration.
- Technical specialist responsible for solving the most difficult problems related to database systems integration.
- Technical lead responsible for the integration of various database applications using client & server, mainframe, and web-based database development tools. Including Microsoft SharePoint, .NET, SQL Reporting Services, HTML, and ASP using Visual Studio as needed.

- Work with Microsoft SQL Server RDBMS.
- Perform as a high-level technical lead that works to develop relational database models, including data models, data flows, and data administration.
- Technical project manager over data quality assessment and control on multiple projects simultaneously.
- Knowledge of database query languages and database design techniques; knowledge of system integration, security, and maintenance; knowledge of SQL and reporting services under the Windows Server Operating System.
- Knowledge of object-oriented and structured programming techniques, knowledge of system integration, concepts, security, and maintenance, knowledge of SQL and reporting services under Windows 2000/2003/2007 servers operating systems
- Design complex multi-system application databases.
- Serve as technical project lead on critical IT projects.

25%	Analysis
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- Independently collect, verify, analyze and compile complex data located in various decentralized data warehouses located throughout the Department of Corrections and Rehabilitation's network in relation to the systematic inspection of the Department's Operations.
- Independently evaluate complex data, draw conclusions, and recommend further analysis of issues and follow up on statistical data gathered from various CDCR programs statewide to identify and resolve data errors and anomalies that negatively impact data quality.
- The SSS II will evaluate and recommend highly technical computer system interface strategies to standardize data collection and warehousing for the COMPSTAT unit. The SSS II (Tech.) will be the technical lead in the compilation of data and findings into computerized statistical reports for use by COMPSTAT staff as well as the executive staff in the resolution of programs related issues.
- Independently collect, verify, analyze and compile complex data located in various centralized and decentralized data warehouses contained in the CDCR's network with regard to systematic strategic and operational performance measurement.
- Evaluates and recommends highly technical computer system interface strategies to standardize data collection and warehousing for COMPSTAT.

25%	Leadership
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- Subject matter expert and technical advisor to the Chief, COMPSTAT and to OACC Deputy Director, in order to provide technical data collection/compilation and reporting advice.
- Lead staff for the COMPSTAT Business Intelligence (BI) team.
- Technical lead person responsible for data integrity, collection and systems integration methods.
- Lead and participate in the development of COMPSTAT BI methodologies and standards.
- Develop disaster recovery plans and develop, implement and test disaster recovery processes.
- Be thoroughly familiar with the available tools, methods and procedures to complete assignments.
- Make recommendations on technical information technology solutions to be implemented in order to maintain and report COMPSTAT data and outcomes.
- Support data management strategies used in the development of computerized statistical reports and project plans based on the statistical analysis of COMPSTAT data.

5%	Other Duties
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- Attend required hours of In-Service Training as set by departmental standards.
- Train/mentor staff in complex technical areas.
- Participate in formal and informal training programs to strengthen programmer/analyst skills and knowledge of methodologies, techniques, tools, and packages.
- Other duties may be assigned based on operational needs of the unit.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_