



Classification: Research Data Specialist II
 Position Number: 880-402-5758-003

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-402-036	Classification Title: Research Data Specialist II	Position Number: 880-402-5758-003
Incumbent Name: VACANT	Working Title: Research Data Specialist II	Effective Date: February 2024
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Drinking Water		Section/Unit: Quality Assurance Section / Needs Analysis Unit
Supervisor's Name: Kristyn Abhold		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement

Under the general direction of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

The Research Data Specialist II is responsible for providing timely and professional support. The Research Data Specialist II is expected to be courteous, professional, provide timely responses to internal/external customers when completing work assignments, follow through on commitments, solicit and consider internal/external customer input when completing work assignments and work independently and in coordination with the Senior Environmental Scientist (Supervisory) and other State Water Resources Control Board (Board) staff.

Essential Functions (Including percentage of time):



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30%	Support SAFER program needs through data collection and tracking, data quality review, and data analysis related to the development of risk factors and technical, managerial, and financial capacity evaluations for public water system, state small water system, and domestic wells. Develop, implement, and update state-wide cost estimates to address water system deficiencies and increase resiliency. Assist in the conceptual development and reporting tools for the SAFER Clearinghouse. Collaborate extensively with multiple state water board divisions staff, other state and local agencies, stakeholders, and the public.
30%	Support the Resiliency and Data Branch through ongoing development and maintenance of the Division's data intake and reporting systems, including development of processes for auditing drinking water information and development of performance metrics for process improvement. Provide support for the Human Right to Water evaluations and website to inform stakeholders and the public. Develop processes for maintenance of water system jurisdictional and service area boundaries. Assist to complete reports, including those required by law or by primacy granted by U.S. EPA, for submittal to the Board, the legislature, and other state and federal agencies and stakeholders. Support the Division's information technology (IT) project priorities through the development and implementation of IT projects, collaboration with the Division of Information Technology (DIT), and advancement of use of new tools and projects to modernize the reporting and availability of drinking water information.
20%	Conduct detailed evaluations of drinking water data derived from multiple data sources including the Electronic Annual Report (eAR), the State Drinking Water Information System (SDWIS), Water Quality Inquiry (WQI), and SAFER Clearinghouse to establish processes to improve the accuracy of the data and publication of the data. Identify relationships and trends for development of visualizations to meet internal and external information needs and identify opportunities to improve the quality of the data. Provide technical assistance to Division and Water Board staff in the use and evaluation of drinking water system data. Support the streamlining of water data reported to the state. Identify drinking water reporting requirements shared by both the Water Board and other agencies and make publicly available an explanation of how the data are used for planning, regulatory, or other purposes. Analyze opportunities for more efficient publication of drinking water data and how the Division can integrate various data sets in a publicly accessible location according to the principles and requirements of the Open and Transparent Water Data Act.
15%	Provide expert, scientific, and technical support to the Resiliency and Data Branch, including data analysis, integration, and quality assurance and control. Conduct complex quantitative and qualitative data-driven research and statistical analysis to ensure information needs are met. Participate in and support technical tasks with internal and external teams. Participate in internal and external committees and workgroups to support the duties assigned and ensure transparency and data accessibility for the public. Conduct special studies, make presentations, prepare reports and undertake other technical work, as directed.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	



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The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the Division is mission tasked. Travel may be required locally and within the state.



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES **NO**

Employee Name	Employee Signature	Date