

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

Current     Proposed

<b>POSITION INFORMATION</b>	
Approval Date: 6/26/2024 jg	Effective Date:
Position Control Number: 5024	Position Number: 175-100-2943-005
Bureau/Section: California Research Bureau	Classification: Senior Librarian
Specific Location Assigned: Sacramento	Working Title: Senior Research Data Librarian
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent: Vacant, as of 6/21/2024

<b>CONFLICT OF INTEREST</b>
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input checked="" type="checkbox"/> Not Applicable 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 and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**DEPARTMENT STATEMENT**

The California Research Bureau (CRB) at the California State Library ensures that the Governor and members of the Legislature have their policy inquiries met with top-tier nonpartisan research. As a team, we value intersectionality, and we apply the core concepts of equity, inclusion, and accessibility to our work product and the way we treat each other. We communicate collaboratively to meet one another’s needs regardless of social positioning or privilege, and we respect each other’s time, effort, skill, and perspective. We approach challenges as learning opportunities for all. We promote a sense of belonging by treating one another with fairness and honesty.

**DUTIES AND RESPONSIBILITES OF THE POSITION**

**Job Description:** The Senior Research Data Librarian position is with the California Research Bureau (CRB), part of the California State Library. The mission of the California Research Bureau is to provide nonpartisan and confidential public policy research for the Governor’s Office and the State Legislature and to advance equitable access via statewide initiatives, including [CRB Nexus](#) and the [California Homeless Youth Project](#). Under the direction of the CRB Principal Librarian (Assistant Director), the incumbent is responsible for researching and responding to assigned requests with a focus on accuracy, consistently high customer service, and timeliness; to identify and champion the adoption of appropriate tools, systems, training and best practices related to the management of research data, including but not limited to, data acquisition, archiving, and preservation for re-use. Duties included, but are not limited to, the following:

<b>PERCENTAGE OF DUTIES</b>	<b>ESSENTIAL FUNCTIONS</b>
50%	Research, Analysis & Information Services

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

	<p>Conducts research utilizing a variety of relevant primary and secondary resources such as statutes and regulations, bill files, Lexis, Westlaw, HeinOnline, etc., to identify and mine authoritative materials and data sets.</p> <p>Analyzes requests and selectively chooses relevant resources, data, tools, and response format, tailored to the clients' information needs, timelines, and deadlines.</p> <p>Provides evidence-driven, nonpartisan responses, combining reference and research skills with concise, clear writing, and strong data analytics and visualization skills, if warranted.</p> <p>Keeps relevant stakeholders updated on research progress and follows up as needed to ensure research needs have been met.</p> <p>Develops and maintains proficiency in library and information science and trends by keeping abreast of current developments in the field, participating in professional activities and training opportunities, and outreach to subject matter experts.</p> <p>Monitors for research and reports in assigned category impacting public policy areas of interest to CRB stakeholders, and following department guidelines, creates entries for relevant candidates for inclusion in the bureau's weekly publication, <i>Studies in the News</i>.</p>
<p><b>45%</b></p>	<p><b>Data Acquisitions, Literacy &amp; Management</b></p> <p>Serves as the bureau's data literacy coordinator and facilitator.</p> <p>Identifies and handles any issues related to securing data, copyright, intellectual property rights and/or license restrictions, when necessary.</p> <p>Helps develop and document processes for CRB research data retention, security, and re-use.</p> <p>Develops and maintains proficiency in data science, and the management of research data, by keeping abreast of current developments in the fields, participating in professional activities and training opportunities, and outreach to subject matter experts.</p> <p>Consults with leading research libraries, professional organizations, and subject experts to keep up with best practices and discover new opportunities to improve research and data work at CRB.</p>

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY  
**DUTY STATEMENT**

	<p>Participates in opportunities to build professional ties with research data generators, gatekeepers and other appropriate sources within California state government who can expedite data requests, address questions about state agency data, and/or help facilitate the discovery and reuse of state agency data.</p> <p>Leads, trains, consults, and advises CRB staff on the management of data during its research lifecycle, from the planning stage to the long-term preservation of data.</p> <p>Develops and maintains appropriate standard metadata schemas and workflows to describe, document and annotate research data sets published by CRB to enable their discovery and re-use.</p>
<b>PERCENTAGE OF DUTIES</b>	<b>MARGINAL FUNCTIONS</b>
5%	<p>Attends and participates in staff meetings and bureau teams.          Performs other job-related assignments as required.</p>
<b>WORKING ENVIRONMENT</b>	
<p><b>Supervision Received:</b> The incumbent reports directly to the CRB Principal Librarian (Assistant Director), however, direction and assignments may also come from the CRB Director.</p>	
<p><b>Supervision Exercised:</b> None. However, may act as lead on projects.</p>	
<p><b>Administrative Responsibility:</b> None.</p>	
<p><b>Working Conditions (Telework):</b> The California State Library’s telework, and ergonomic policies help ensure the safety and productivity of each employee. The California Research Bureau promotes a healthy lifestyle by encouraging a brisk 30-minute walk or some other form of physical activity to help staff perform their work to the best of their ability. Our work-from-home guidelines aim to help you stay mentally fresh, focused, and engaged.</p>	
<p><b>Personal Contacts:</b> The incumbent has contact with high-level state officials in the Executive and Legislative branches of government and may contact a diverse level of people in outside institutions while conducting state business.</p>	
<p><b>Actions and Consequences:</b> The work performed by the incumbent has the potential to affect the form and direction of legislation and administrative initiatives, which are of critical importance to the future of the state. Consequences for inaction or for failure to perform are high and may result in public policy that is built upon incomplete, incorrect, or outdated information or data, leading to inaccurate policies or regulations. This outcome would also result in a significant decrease in organizational trust by state stakeholders, which will cripple the bureau’s effectiveness.</p>	
<p><b>Functional Requirements:</b> No specific physical requirements at present. Sitting and standing requirements are consistent with office work. For the next few years, the incumbent teleworks up to 40 hours per week, interacting virtually with colleagues,</p>	

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY

**DUTY STATEMENT**

<p>stakeholders, subject matter experts, etc., traveling occasionally for in-person meetings or functions, as necessary (&lt;15%).</p>		
<p><b>Other Information:</b> Advocates for and incorporates Digital First initiatives in projects; Guided by the principles of excellent customer service and aligned with Digital First initiatives when interacting with colleagues or conducting state business, such as providing services, via in-person, telephone, email, and other online transactions. The incumbent works with a team that is trained in, values and practices design thinking, human-centered design, and the iterative process when creating or delivering products and services.</p>		
<p><b>SUPERVISOR CERTIFICATION AND SIGNATURE</b></p>		
<p><i>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 to balance the workload.</i></p>		
<p>I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.</p>		
<p><b>Supervisor Name (Print)</b></p>	<p><b>Supervisor Signature</b></p>	<p><b>Date:</b></p>
<p><b>EMPLOYEE STATEMENT AND SIGNATURE</b></p>		
<p>EMPLOYEE’S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)</p>		
<p><b>Employee Name (Print)</b></p>	<p><b>Employee Signature</b></p>	<p><b>Date:</b></p>