

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Research Data Specialist II	OFFICE/BRANCH/SECTION Enterprise Data and Geospatial Governance	
WORKING TITLE CTDATA Implementation Specialist	POSITION NUMBER 913-155-5758-XXX	REVISION DATE 08/16/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Enterprise Data and Geospatial Governance Program Manager, a Supervising Transportation Surveyor, the incumbent supports the implementation and sustaining of the enterprise data and geospatial governance programs, known as CTDATA, mission to provide reliable, accessible, shareable, quality controlled, and documented data for use by Caltrans and its partners that supports analysis and decision making enabled by a robust data governance framework. This work is performed through activities which will sustain what we have built, will support business area success, and will demonstrate progress and value. The incumbent will work across all Caltrans business areas and with both rank and file and management staff in accomplishing the duties of the position.

CORE COMPETENCIES:

As a Research Data Specialist II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Leads business area data governance implementation efforts, in conjunction with business area staff, for Caltrans corporate data and the systems that house that data. Scopes, initiates, and completes new data governance implementation efforts for existing business area data and for emerging and ongoing IT projects. Assists business areas to be in compliance with data governance practices, guidance, and standards. Provides business area staff training in how to work with the various data governance guidance, templates, and tools.
30%	E	Directly supports data stewards and owners from different business areas to understand how to complete and to complete data and system documentation such as, but not limited to, metadata, data dictionaries, data flow diagrams, business rules, data quality management plans, and other data governance documents.
20%	E	Participates in data governance councils, committees, boards and technical working groups as assigned. Responds to various requests for assistance related to adoption of data governance practices, reviewing contract language, providing technical and strategic advice.
5%	M	Assist in the technical writing and communication efforts to promote the Enterprise Data and Geospatial Governance Program within Caltrans.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles of data governance and data management.

Knowledge of the principles of change management.

Knowledge of the principles of effective communication.

Knowledge of the principles of performance based management.

Knowledge of geographic information systems technology and data, Esri in particular.

Knowledge of databases, data types, and data publishing.

Ability to communicate effectively, both verbally and in writing to a wide range of staff.

Ability to train technical and non-technical staff on new processes and topics.

Ability to develop, implement, track, and report activity work plans.

Ability to present materials effectively to different audiences, both virtually and in person.

Ability to create technical and non-technical documents.

Ability to use the Microsoft suite of products (e.g., Excel, Word, Teams, Power BI, PowerPoint, etc.)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Transportation decisions are dependent on reliable and accessible data and information. Lack of data integrity could result in poor decision making and damage the credibility of DRISI with other divisions of Caltrans with external agencies and the public.

Errors in shared data products could put state funds at risk.

Adoption of data governance and management best practices by all business areas across Caltrans is an essential component to improve data accessibility, data usability, data quality, maximizing the value of data and using data to inform transportation decision making. Errors made in working with business areas to adopt and sustain standard practices can cause confusion and frustration, slow adoption rate, and directly harm the ability to adopt practices across Caltrans.

PUBLIC AND INTERNAL CONTACTS

Routine internal contacts with managers and staff in various divisions and districts. Routine external contacts include representatives of other state departments and local and federal governments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to interact and work cooperatively and respectfully with many people. Create a work environment that encourages creative thinking and innovation. Ability to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Open to change and new information, adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service, and be willing to take intelligent risks. Must value equity and diversity in

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the workforce.

WORK ENVIRONMENT

Work hours will be set between 7:00 AM and 6:00 PM. While at their base of operation, Incumbent will work in a climate controlled office under artificial light. Incumbent may be required to travel in state, and infrequent travel out of state.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, and primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
