



Classification: Research Data Specialist II
 Position Number: 880-240-5758-005

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-240-033	Classification Title: Research Data Specialist II	Position Number: 880-240-5758-005
Incumbent Name: Vacant	Working Title: Research Data Specialist II	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Office of Research, Planning, and Performance (ORPP)		Section/Unit: Conservation Program
Supervisor's Name: Karina Herrera		Supervisor's Classification: Sr. Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 1/06/2025

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 (RDS) II is responsible for performing complex and analytical duties. Duties include performing quality assurance and quality control on various datasets, evaluating the effectiveness of existing and proposed urban water conservation requirements, and making recommendations for how to best carry out data collection and analysis. The RDS II is required to work independently, communicate effectively, and manage multiple tasks. The RDS II must have a strong working knowledge of data science and data visualization. The RDS II should help support an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The RDS II is expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.



Essential Functions (Including percentage of time):

35%	Lead Water Board efforts, in coordination with the Department of Water Resources, the Board's Division of Water Quality, and the Board's Division of Drinking Water, to determine necessary and relevant information to evaluate the impacts of water conservation and efficiency regulations on water, wastewater, and recycled water systems. Lead Water Board efforts to collect necessary information to evaluate compliance with the state's nonfunctional turf ban. This includes survey design, data collection, quality assurance and quality control, data management, and analysis of the collected data. Develop policy and implement recommendations based on rigorous analysis.
30%	Develop water use accounting and reporting methods, procedures and guidance for urban water suppliers to ensure the submission of accurate and complete reports containing the calculated objectives, actual urban water use, implementation of Commercial, Industrial, and Institutional water use performance measures, and progress towards urban water use objectives. Compile, validate, and evaluate urban water use data and other conservation information collected on an annual and monthly basis. Assist with the data quality aspects of reviewing variance requests and evaluating variance data methodologies. Present findings and make recommendations for additional conservation actions. Develop and maintain databases and data systems. Support the streamlining of reporting of water data to the state and make appropriate data pertaining to the urban water reporting requirements that are collected by the state available to the public according to the principles and requirements of the Open and Transparent Water Data Act.
20%	Identify new data sources and strategies for collecting data. Coordinate with the Board's Division of Water Quality and the Board's Division of Drinking Water to streamline data reporting and the management of databases and data systems, leverage existing data reporting tools, and recommend improvements. In collaboration with the lead conservation data specialist, respond to inquiries from staff, interested parties, and Board Members regarding technical aspects of water conservation and efficiency action and regulations, including water loss control. Use data and information and programmatic knowledge to advise colleagues, leaders, and officials on Office projects or programs. Conduct programmatic assessments and identify actions to implement the Water Board's Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management.

Marginal Functions (Including percentage of time):



10%	Provide analytical and technical support to the Office of Research, Planning, and Performance 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. Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses. In cooperation with the Communications Office and the Office of Public Participation, develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a 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 office is on the 13th floor of a high-rise office building in Downtown Sacramento, with enclosed, non-windowed office cubicles in a smoke-free environment. Travel may be required locally and within the state.

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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date