CalGov Ops
CALIFORNIA GOVERNMENT OPERATIONS AGENCY

☐ Current   ☒ Proposed

Classification Title	Division
Research Data Specialist III	Data Programs
Working Title	**Office/Unit/Section**
Research Data Specialist	Office of Cradle-to-Career Data
Position Number	**Effective Date**
424-100-5770-001	
Name	**Date Prepared**
Vacant	1/3/25

General Statement

The Office of Cradle-to-Career Data (C2C) is committed to fostering evidence-based decision-making to help Californians build more equitable futures and empower individuals to reach their full potential. The C2C Data System will be a suite of user-friendly resources focused on early learning through K-12 and higher education, financial aid, and social services that help students reach their goals. This role emphasizes the design of data dashboards, assisting external researchers, and enhancing a longitudinal data system that is unparalleled.

Under the general direction of the Director of Data Programs, the Research Data Specialist will be responsible for design activities, research, and statistical analysis for validating and analyzing data. This position will be pivotal in ensuring the data system's accuracy, relevance, user-centered design, and the secure handling of sensitive and confidential data.

Duties include, but are not limited to, the following:

Job Functions
Specific Activities: Essential (E) / Marginal (M) Functions

40%   Data Visualization and Communication (E)
- Develop and maintain data dashboards and query tools in collaboration with vendors using tools and technologies such as but not limited to, R, Python, Stata, Structured Query Language (SQL), and Geographic Information System (GIS) software.

- Collaborate with data providers, vendors, and external researchers to ensure data accuracy, relevance, and the creation of spatial representations and interactive dashboards for various stakeholders.
- Emphasize and create compelling visualizations, spatial representations, and interactive dashboards for a variety of stakeholders.
- Explore, model, and visualize data to aid in the development of analytic tools.
- Share recommendations for models and visualizations with the Data Programs team and design partners.
- Assist in project management.

30%   Data System Enhancement, Auditing, and User-Centered Design (E)
- Participate in and facilitate design process activities.
- Play a pivotal role in improving the data quality of the C2C longitudinal data system.
- Work in a secure data room to ensure the data system remains up to date, focusing on data accuracy and relevance without bias.
- Collaborate with multidisciplinary teams, including data architects and design specialists, to enhance the system's capabilities.
- Apply principles of user-centered design to ensure the system meets the requirements and expectations of its users.
- Engage in iterative feedback loops with both internal and external stakeholders to refine and improve the system continuously.
- Lead design input sessions and synthesize design feedback.
- Coordinate and participate in user acceptance testing (UAT) of analytic tools.
- Conduct regular data audits to ensure data integrity, accuracy, and compliance with data protection regulations such as Family Education Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).
- Handle Personally Identifiable Information (PII), confidential, and other sensitive data with utmost care, ensuring strict adherence to data privacy and security procedures.
- Assist in meetings with data partners to define data requirements, unit tests, and data validation exercises.
- Build and develop documentation for new data elements and databases.
- Understand and apply principles of enclave computing, compliance, and data protection.

20%   Stakeholder Collaboration and Communication (E)
- Assist external researchers and other parties in accessing and understanding the data system.
- Review, communicate, and provide feedback on the viability, feasibility, and potential impact of the research proposals.
- Present findings, visualizations, insights, and recommendations to senior management and stakeholders in a neutral and unbiased manner.
- Maintain effective communication with both internal and external stakeholders.

- Collaborate and discuss project specifications with vendors, stakeholders, and other key personnel.
- Conduct qualitative research, including theme identification and policy analysis, to provide deeper insights into the data.
- Collaborate with stakeholders to gather qualitative data, identify emerging themes, and analyze policies for better decision-making.
- Generate insights from qualitative analysis that can lead to actionable changes in user experience, design, and planning processes.
- Assist in validation and data quality checks.

10%   Administration (M)
- Organize projects and write status reports to maintain ongoing progress of projects and effective communication of project milestones.
- May be delegated duties to perform in the absence of the Director of Data Programs and the Research Manager as required.
- Learn new coding languages, new data systems, and datasets.
- Perform other job-related duties as required.

Supervision Received
The Research Data Specialist reports directly to and receives most assignments from the Director of Data Programs; however, direction will also come from the Research Manager.

Supervision Exercised
The Research Data Specialist will not exercise any formal supervision; however, they will provide project and program leadership to other team members. They will support the development and maintenance of the C2C Data System by working in collaboration with various teams to ensure the system remains politically neutral, focusing on data accuracy and system enhancement without bias.

Special Requirements / Desirable Qualifications

Knowledge of advanced automated processes for capturing data and applying quality control procedures to design and implement complex research projects; current leadership techniques and their application to ensure effective oversight of project team members; project management principles to monitor project progress and conduct final project evaluation; and function as lead for complex large scale research projects.

Ability to translate departmental policy into action programs and/or test the impact of policy changes; evaluate the adequacy and merit of proposed research and evaluation study designs and techniques; analyze and evaluate the impact of changes to existing programs, procedures, business processes, and/or policies; use creativity when independently designing research projects; and write clear and concise studies and reports; design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data; present complex quantitative and qualitative data visually using dashboards, charts, graphs, tables, and other appropriate methods in order to complete reports and/or develop presentations; develop and prioritize short-range and long-range plans and schedules that

coordinate with operating goals and objectives of the department; and facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.

Desirable Qualifications

- Experience working with Tableau

Background Checks and Clearance

- The successful candidate will be required to pass a criminal background check pursuant to Education Code Section 10873.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 400 R Street, Sacramento, CA 95811 and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. The C2C team is remote-centric and a hybrid schedule is acceptable, provided they can be available for frequent, regular in-person meetings in Sacramento.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

* 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 their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date

Duties of this position are subject to change and may be revised as needed or required.

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

Supervisor Signature	Supervisor Printed Name	Date