State of California • Government Operations Agency

Office of Data & Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☐ Current   ☒ Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	CalData
Classification	Research Data Specialist III
Working title	Senior Data Policy Analyst
Position number	418-100-5770-xxx
Prepared date	01/03/25
Effective date	
Name	Vacant

General Statement

Under the general direction from the Assistant Chief Data Officer, the Senior Data Policy Analyst serves as a top expert responsible for supporting development and implementation of new statewide data governance and analytics policies and standards via an iterative and inclusive process. This position will coordinate within the Office of the Chief Data Officer and with data program managers across the state to ensure data policies and standards meet the needs of data teams. This position will oversee a research and development program portfolio to support and inform ODI policy directives like executive orders or legislative mandates related to data governance and analytics topics.

Essential Functions

%	Description
40%	**Support and facilitate major initiatives to develop and shape new statewide data governance and analytics policies and standards that will remove barriers to data driven decision making.** ● Under the general direction of the Assistant Chief Data Officer, conduct mixed methods analysis to inform the strategy for statewide data and analytics governance approaches. This would include policy analysis, literature reviews, quantitative data analysis, and user research. ● Collaborate with CalData Division teams in executing the data and analytics governance strategy, including the development of supporting tools and resources. ● Support cross-agency working groups and manage key stakeholders to operationalize and mature the statewide data governance and analytics ecosystem. ● Develop and monitor key performance indicators, operational metrics, and business outcome metrics for assessing performance and progress of policies and standards implementation.
25%	**Manage or conduct qualitative and quantitative analysis and research programs to support new policies and frameworks**. ● Provide expert guidance and research support on policy directives like executive orders or legislation related to data governance and analytics topics. ● Manage the implementation of relevant research teams or budgets to inform ODI's data governance and analytics policies and standards. ● Synthesize policies or standards with qualitative or quantitative research, drawing on best practices and research across local, state, and federal governments, academia, civil society, and community groups.
15%	**Develop guidebooks, toolkits, trainings, and frameworks to support cross-agency adoption of statewide data policies, standards, and tools.** ● Develop guidebooks, toolkits, and templates to establish best practices and standards for data governance and analytics. ● Collaborate with the ODI CalAcademy team to establish trainings to support adoption of best practices and standards. ● Collaborate with department data teams via ODI's data communities of practice to help implement and socialize best practices. ● Conduct outreach and stakeholder engagement to drive adoption of data policies and tools. ● Develop and monitor feedback systems to incorporate continuous improvement to supporting guidebook, training, and toolkit materials.
15%	**Advise and collaborate on statewide related policy and standards development.** ● Work independently with program manager equivalent stakeholders across the state, including CalHR, Department of General Services, and Department of

%	Description
	Technology, to ensure that data related concepts are aligned and integrated with other policy areas. ● Monitor related policy work in other jurisdictions and engage actively where appropriate.

Marginal Functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision Received
The Senior Data Policy Analyst will report to the Assistant Chief Data Officer.

Supervision Exercised
None.

Working Conditions
The employee regularly works in an indoor and climate-controlled office setting under artificial light. The ODI headquarters is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance
Must maintain regular and acceptable attendance at such a level as is determined ODI'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.)

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.

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

Employee Signature	Employee Printed Name	Date

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