

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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|--------------------------------|---|---------------|
| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Research Data Specialist II | Enterprise Data and Geospatial Governance Program | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| Enterprise GIS Data Specialist | 913-155-5758-XXX | 03/12/2025 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Enterprise Data and Geospatial Governance Program Manager, a Supervising Transportation Surveyor, the incumbent is responsible for performing GIS and non-GIS data preparation, analysis, and visualization in support of the Senate Bill 1 Program; is responsible for curating content published to public-facing portals and is a technical lead in assisting business areas in implementing data governance and data management practices and policy. The incumbent will actively collaborate and communicate with the Geospatial Data Officer, Enterprise Data and Geospatial Governance Program Manager, Senate Bill 1 Program, Enterprise GIS, Linear Referencing System, and other business areas/system within Caltrans to perform their daily tasks.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Prosperity - Collaboration, Innovation, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity, Employee Excellence - Innovation, Stewardship)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Prosperity - Integrity, Pride, Stewardship)
- 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. (Prosperity, Employee Excellence - Innovation, People First, Stewardship)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, People First, Pride, Stewardship)
- 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. (Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Prosperity, Employee Excellence - Integrity, Pride, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity, Employee Excellence - Innovation, Pride, Stewardship)

TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M) ¹ | Job Description |
|---|--|
| 40% E | Performs data preparation, data analysis, geoprocessing, data quality, and documentation tasks in order to publish regular updates for the Building CA map in support of the Senate Bill 1 Program. Develops and maintains advanced automated data processing and preparation processes as needed to streamline the creation of data products. |

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| 35% | E | Leads or supports data governance implementation efforts, covering activities such as documenting data governance issues, developing data standards, developing data governance processes, creating and maintaining data documentation, developing and implementing data quality measures, and publishing to data portals. Works with business data stewards and Caltrans enterprise data governance staff to ensure corporate data is being published and maintained according to data governance policy and procedures. |
| 20% | E | Curates Caltrans GIS data and open data content published to the State Geoportal and State Open Data Portal. Collaborates with business data stewards to ensure data meets Caltrans data governance policy with proper documentation prior to publishing and is maintained according to the datasets documentation |
| 5% | M | Represent Caltrans through the participation in state and national level research projects and committees through organizations such as CA GIS Community of Practice, AASHTO, and the Transportation Research Board. |

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 and ability to use data preparation tools.
 - Knowledge and ability to use data geospatial analysis applications and tools.
 - Knowledge and ability to create and perform data quality checks based on business rules.
 - Knowledge of data literacy and the ability to comprehend and interpret data.
 - Knowledge of Caltrans' enterprise data governance program (CTDATA) and its policies, guidance, and processes.
 - Knowledge of California open data policy and procedures found in the CA Open Data Handbook.
 - Ability to write data extraction, transformation, and loading scripts using Python and/or Feature Manipulation Engine (Safe Software).
 - Ability to use the Esri suite of GIS desktop and web-based applications.
 - Ability to effectively communicate (oral and written) with management, technical, and non-technical staff.
 - Ability to work with data managed in different data formats as well as in databases and as discrete datasets.
 - Ability to lead or participate in traditional and web based meetings.
 - Ability to speak publicly in front of large groups or through virtual presentation media.

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.

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 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

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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