

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

☐ Current ☒ Proposed

POSITION INFORMATION	
Approval Date: CK 2.18.22	Effective Date:
Position Control Number: 5024	Position Number: 175-100-2943-005
Bureau/Section: California Research Bureau	Classification: Senior Librarian
Specific Location Assigned: Sacramento	Working Title: Senior Research Data Librarian
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
CONFLICT OF INTEREST	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input checked="" type="checkbox"/> Not Applicable This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
DEPARTMENT STATEMENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
DUTIES AND RESPONSIBILITIES OF THE POSITION	
Job Description: The California Research Bureau (CRB) provides timely, nonpartisan, often confidential, research, analysis and information services to the Legislature, Governor's Office, and the California State Librarian to help inform public policy decisions. CRB is also home to the California Grants Portal and the California Homeless Youth Project, statewide initiatives that, among other things, collect data on state grants and homeless youth in California, respectively. Under the direction of to the Principal Librarian, the incumbent is responsible for the organization and maintenance of data throughout its research lifecycle for major CRB projects; facilitating the discovery, acquisition, and/or implementation of data science resources, knowledge, tools, skill sets and/or practices that are helpful to CRB's mission; and, addressing assigned information requests from CRB stakeholders with a focus on accuracy, consistently high customer service, and timeliness. Duties include, but are not limited to, the following:	
PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
40%	Research Data Management

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	<p>Identifies, catalogues and helps curate authoritative data sets for easier access for stakeholders and/or ready use for CRB research, analysis and/or visualization work. Consults with stakeholders to organize, summarize, format and/or prepare relevant data sets for CRB requests and projects. Develops and maintains appropriate standard metadata schemas and work flows to describe, document and annotate research data sets published by CRB to enable their discovery and re-use.</p> <p>Maintains data sources to quickly and accurately make any authoritative data set usable through standard data analysis and visualization programs such as ESRI, Tableau, IMPLAN. Participates in opportunities to build professional ties with government, academia and other research sources that can expedite access to large authoritative data sets for CRB projects and use. Key duties may include:</p> <ul style="list-style-type: none"> • Identifies authoritative data sets/resources within specific policy topics, or to help address specific policy questions • Summarizes and/or curates data, literature for legislative staff • Engages with stakeholders to understand information needs • Validating incoming data for accuracy • Acquires nonpublic quality data sets for use or reuse by CRB and stakeholders • Scrapes or extracts public data sets for CRB use • Consults with ITB and CRB management on storage of active data and backup policy • Archives and preserves data, and/or proper data destruction • Converts non-digitized data into digital format • Develops data dictionaries • Ensures all published CRB data sets are ADA accessible.
30%	<p>Data Knowledge and Literacy</p> <p>Serves as the data literacy coordinator and facilitator for CRB, which includes:</p> <ul style="list-style-type: none"> • Identifies, evaluates, and acquiring/implementing data and library science resources, best practices, tools and training that assist CRB in making large, authoritative data sets more accessible and useful to California policymakers. • Identifies, evaluates, recommends, and helps CRB adopt tools and work processes that speed up or automate the extraction, cleaning, preparation, merging, updating, description of data sets for CRB work.

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	<ul style="list-style-type: none"> Evaluates CRB training needs related to finding, prepping, using, publishing and preserving research data, and plans and executes regular training for CRB staff and/or stakeholders. Leads, trains, consults and advises CRB staff on the management of data during its research lifecycle, from the planning stage to the long-term preservation of data. Identifies and schedules outside experts who can share knowledge on making large authoritative data sets more accessible, useful, actionable, predictive to California policymakers. Participates in professional activities and training opportunities, and outreach to subject matter experts.
25%	<p>CRB Research, Analysis and Information Science</p> <p>Provides evidence-driven, nonpartisan information through combining reference and research skills with concise, clear writing, visualization and/or presentation skills per stakeholder requests. Analyzes requests for information from CRB stakeholders and selectively chooses relevant data, tools and presentation to match the clients' information needs, timelines, and deadlines. Conducts research utilizing a variety of relevant resources such as Lexis, EBSCO, HeinOnline etc., identifies and mines authoritative materials and data sets to ensure high quality of information.</p> <p>Keeps supervisor and stakeholders updated on research progress and follows up as needed to ensure research needs have been met.</p>
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	Performs other job related assignments as required.
WORKING ENVIRONMENT	
Supervision Received: The Senior Research Data Librarian reports to the CRB Principal Librarian, however, direction and assignments may also come from the Director of CRB in consultation with the Assistant Director and the Principal Librarian.	
Supervision Exercised: None. However, may act as lead on a project.	
Administrative Responsibility: None	
Personal Contacts: The incumbent has contact with high-level state officials of the Executive and Legislative branches in a high visibility environment.	
Actions and Consequences: The work performed by the incumbent has the potential to affect the form and direction of legislation and major administrative initiatives, which are of critical importance to the future of the state. Consequences for inaction or for failure to perform are high and may result in public policy that is built upon incomplete, incorrect or outdated data, leading to inaccurate policies or regulations. This outcome	

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would also result in a significant decrease in organizational trust by state stakeholders, which will cripple the California Research Bureau's effectiveness.

Functional Requirements: No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, interacting virtually with stakeholders and having occasional in-person interactions with internal and external stakeholders as necessary. Sitting and standing requirements are consistent with office work. Incumbent may travel occasionally (<1%), when necessary to meet stakeholders, subject matter experts, etc.

Other Information:

The incumbent must be passionate about keeping up with library and data science best practices and applying them in a public policy research setting. They must have a keen but nonpartisan interest in following public policy issues in California and the policymaking and budget making process in California state government. They must enjoy working independently and in teams while teleworking. They must be goal-oriented, passionate about setting audacious goals while tracking progress with clearly defined tasks, milestones, timelines and deadlines. They must be open-minded and flexible, recognizing when change and innovation are needed to reach a goal or meet a crucial deadline. They need strong writing, oral, presentation and listening skills, and the ability to work calmly, collegially, and cooperatively with others while under intense deadline pressure to produce accurate summaries, analysis and visualizations for the Legislature and Governor's Office. The incumbent routinely works with sensitive information or data that may have restricted use, or has access to it, and must be able to evaluate situations effectively and take appropriate action to safeguard such information. The incumbent works with a team that is trained in, values and practices design thinking, human-centered design and the iterative-stakeholder-input process to create useful products and services that meet the needs of CRB stakeholders.

Advocates for and incorporates Digital First initiatives in projects; Guided by the principles of excellent customer service and in alignment with Digital First initiatives, provides services to state employees, members of the public, and to other libraries via in-person, telephone, email, and other online transactions.

SUPERVISOR CERTIFICATION AND SIGNATURE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor Name (Print)

Supervisor Signature

Date:

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EMPLOYEE STATEMENT AND SIGNATURE		
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)</p>		
Employee Name (Print)	Employee Signature	Date: