

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 22298	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Executive	REPORTING LOCATION 2750 Gateway Oaks Dr., Ste. 300, Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) M-F; 8:00 a.m. - 5:00 p.m.	POSITION NUMBER 352-120-5742-XXX	CBID R01
CLASS TITLE Research Data Specialist I	WORKING TITLE Research Data Specialist I	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The California Arts Council (CAC) is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. It supports local arts programming and infrastructure statewide through grants, initiatives, and services. The CAC envisions a California where all people flourish with universal access to and participation in the arts.

Through its new Strategic Framework, the CAC is committed to developing an organizational culture that actively addresses barriers to equity and participation for all Californians, and celebrates the connections and intersections of all our communities.

The CAC believes that racial injustice is the most pervasive and entrenched form of injustice permeating the institutions and structures that everyone must access. As outlined in its Racial Equity Statement, the CAC is committed to prioritizing racial equity. The CAC aims to exemplify government by for, and of the people by focusing on representation, flexibility, and collaboration.

CAC employees are the vital link that ensures the agency and Council's priorities are fully realized. The CAC strives to ensure that its workforce reflects the diversity of California and to foster an environment where all people feel valued and can thrive.

Learn more at <http://www.arts.ca.gov/aboutus/strategicframework.php>

**POSITION CONCEPT**

Under the general direction of the Staff Services Manager III, the Research Data Specialist I demonstrates full competence in this data analysis role and works independently and cooperatively with others to perform wide range of research and analytical duties, data analyses, and program evaluation as it relates to social and economic trends, race, social and economic inequality, economic impacts and cost factors of policies, ethnic diversity, individual and organizational performance, community dynamics and structure, and community and statewide decision making and grant funding.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

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.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Utilizing agency and applicant data from various programs and geographic locations in which

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	applicants were successful in obtaining grant funding, analyzes data and trends to identify areas of opportunity and existing trends, forecast potential risk and resolutions to program related issues as well as provide data driven recommendations to management that will support grant funding, diversity, individual and organizational performance and inclusion.
35%	In order to evaluate and identify how existing policies and procedures have impacted individual participation in grant programs including the Fellowship, Arts in Corrections, Cultural Districts, Poetry Out Loud, Poet Laureate, and Youth Poet Laureate and support change in councils programs the incumbent conducts a thorough investigation, evaluation, and collection of data related to ethnic diversity CAC's artistic community and equal distribution of funds as well as Identify any inequity factors such as social and economic trends, race, social and economic inequality, economic impacts and cost factors of policies, ethnic diversity, personality and psychological factors, individual and organizational performance, community dynamics and structure, and community and statewide decision making and policy development, and validate the accuracy of data reported collected to ensure sound business decisions and improvements are made based on agency data and grant funds are distributed fairly.
25%	Provides consultative advice to grantees and applicants by interpreting existing reports and data models, as well as providing information on agency statistics, and criteria and guidelines and support by utilizing existing data, research methodology, techniques and various communication methods to ensure proper criteria and guidelines are met by artists and communities applying for grant funding.
5%	Participates in agency activities to advance racial equity in grant making in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan Strategic Framework. In addition, the Arts Programs Specialist makes recommendations to the Deputy Director regarding existing policies. These activities will ensure ongoing program success and uninterrupted grant program operations while utilizing existing resources.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department 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.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED