

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water	UNIT Data Support Unit	POSITION # 880-402-5770-001	DATE October 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Research Data Specialist III		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Wendy Killou			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Scientist (Supervisory)		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	Under the general direction of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Research Data Specialist III(RDS III) is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:		
45%	Support development of required drought and other emergency reporting requirements. This includes supporting collection of appropriate emergency response data and analytics. The RDS III will participate in workgroups supporting stakeholder involvement. The RDS III must also support the creation and maintenance of drought and other emergency response data intake systems.		
15%	Develop reporting requirements pursuant to SB 552 and other emergency response data needs. Participate in Division workgroups and external committees supporting drought data collection needs. Collaborate with state agencies to implement legislative data collection requirements and reporting. Develop draft requirements and electronic templates for drought and emergency response data collection and facilitate public workshops to engage public water systems and other stakeholders in the proposed reporting requirements.		
15%	Support the development and testing of new and existing data and information collection systems, create visually appealing website content, and document procedures to support consistency and shared knowledge. Coordinate and facilitate the envisioning, development, implementation, and maintenance of databases for drought and emergency response data collection needs. Assist in the conceptual development of tools and applications to support Division needs. Support the development of the Electronic Annual Report, or other similar data system, for the collection and maintenance of tracking data. Provide technical and analytical support to users of the databases. Assist with the maintenance and/or updating of Division internal and external webpages and other document repositories.		

10%	Provide administrative customer service related to drought data collection. Support the creation of guidance documents, procedure documents, and training materials. Provide training events assisting stakeholders with reporting requirements ensuring accurate data submission. Conduct technical assistance to individual and group of stakeholders by answering a variety of inquires in a timely manner and categorize the inquires for reporting to management and implementing improvements to the reports and/or training provided.
10%	Collect and publish drought data online supporting web accessibility and open data requirement ensuring the data is publicly available, reliable and useful for the Boards and stakeholders. Support the streamlining and automation of report development and implementation. Perform data analytics and support the Division with compliance determination
5%	Perform other duties as required, but within range of knowledge and abilities expected of the classification. Travel may be required.
Employee Signature: _____ Date Signed: _____	