Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Cultural Resources Division	Research Data Supervisor I	549-840-5734-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Cultural Resources Division	Digital Data & Multimedia Collections Program Supervisor	S01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Digital Data & Multimedia Program	Sacramento, CA	
STATE HOUSING (Check if applicable)		**IMMEDIATE SUPERVISOR**
☐ State Housing may be required.		Research Data Manager

POSITION DESCRIPTION

Under general direction, this position reports to the Digital Data & Multimedia Collections Program Manager. This position supervises the Digital Data & Multimedia Collections Program team within the Cultural Resources Division. This team is responsible for managing the data systems used for museum collections management, archives, photo archives and cultural heritage site data. Therefore, this position requires an in-depth knowledge of various relational database systems, the principles of museum collections management and archival best practices. Core responsibilities include, managing the team's day to day work, managing contracts, assisting the team with complex problems or projects, and coordinating with other divisions to maintain data standards and facilitate collaboration. The reporting location for this position is Sacramento, CA and the position requires intermittent travel throughout the State.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
35%	**Supervising Program Team**–Supervising a staff to ensure that cultural resource data is captured, vetted, and accessible by implementing data standards, dictionaries, and hierarchies. Supporting staff with large data migration, upload, and scrubbing projects. Coordinating with staff to provide training, develop and implement standards and procedures for data systems, and assist with any problems that may arise. Provide access to professional development and experts in this specialized area.
25%	**Program implementation/development**– Responsible for communicating regularly with staff and other technical specialists in the field and departmentwide to identify areas of concern and recommend solutions to management. Work regularly with management to create efficient workflows to fulfill data requests. Provide support on the most complex issues and projects and provide ongoing oversight on multiple databases to assess functionality and maintenance needs. Provide leadership and direction on migrating archival and museum collections data to online and digital platforms. Ensure sensitive data is being managed securely.
15%	**Contract Management** – Provides oversight on contracts to ensure consistency, legal requirements, and deliverables are being met and fulfilled, as stipulated. May manage complex contracts or provide support to team members when they encounter issues with contracts they manage.
10%	**Training** –Provides technical assistance, guidance and training to key District and field staff so they may train additional staff and volunteers. Review and update training manuals, including recording web tutorials. Participate in training to maintain knowledge and skills in performance of duties.
10%	**Administration** – Prepares administrative reports, correspondence, and other paperwork to meet operational needs; organizes, leads, and/or conducts meetings and briefings; carries out personnel actions including employee performance reviews and reports. Adheres to budget allocations and follows approved spending/staffing plans. Provide daily supervision of program staff, scheduling, review and approval of timesheets, training requests, and telework reports. Represent the Department in

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	professional organizations and staff development. Attends staff meetings, trainings and planning sessions for the Cultural Resources Division.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity.
TYPICAL WORKING CONDITIONS	
N/A	
TELEWORK DESIGNATION:	
This position is designated as telework eligible. This position is office centered.	
SPECIAL REQUIREMENTS:	
Valid Class C Driver's License.	
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.	

SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	**SUPERVISOR SIGNATURE**	**DATE**
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	**EMPLOYEE SIGNATURE**	**DATE**