



Classification: Research Data Specialist III
Position Number: 880-270-5770-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 24-270-021	Classification Title: Research Data Specialist III (RDS III)	Position Number: 880-270-5770-XXX
Incumbent Name: Vacant	Working Title: Research Data Specialist III (RDS III)	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Office of Information Management & Analysis (OIMA)		Section/Unit: Data Integration & Analysis Unit (DIAU)
Supervisor's Name: Kiranpreet Kaur		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 07/22/2025

General Statement
Under the general direction of the Senior Water Resource Control Engineer (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.
Position Description
The Research Data Specialist III (RDS III) engages in complex and advanced data analytic responsibilities focused on the management, integration, and analysis of water-related datasets. This position plays a pivotal role in leading the State Water Board's Performance Management Program and supporting the development of data-driven insights to improve regulatory decision-making, transparency, and efficiency. RDS III is responsible for analyzing and visualizing large-scale datasets, optimizing performance tracking methodologies, and coordinating with internal and external stakeholders to advance data accessibility and interoperability. The goals of the Data Integration & Analysis Unit (DIAU) are to: support data management systems that help the Water Boards meet their mission and strategic goals; increase data accessibility to staff, management, and the public;



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identify where data is inaccessible and facilitate increasing its availability; and conduct inter-programmatic integration and analysis of data to increase the value of individual data sets and improve regulatory outcomes. Performance of the duties listed may require occasional travel, proficiency in written work, and the ability to develop and deliver effective presentations. The incumbent must be familiar with analytical tools, databases, and visualization platforms and be willing to work in a fast-paced environment with evolving priorities and short lead times.

Essential Functions (Including percentage of time):

30%	Lead and manage the State Water Board's Performance Management Program to promote accountability, regulatory alignment, and data-informed decision-making. Develop annual workplans and timelines, coordinate statewide metric development, and oversee data collection, validation, and reporting. Serve as the primary liaison for performance oversight, providing strategic guidance to staff and regional contacts. Lead target-setting processes, analyze trends and risks, and present findings to executive leadership. Represent DIAU in meetings with regional boards and management teams, using performance data to highlight successes, identify gaps, and recommend improvements. Prepare and deliver the annual Performance Management Program presentation to the Board, summarizing statewide outcomes and key recommendations.
25%	Responsible for developing and implementing performance measures, key performance indicators (KPIs), and reporting frameworks to evaluate regulatory effectiveness. Extract, analyze, and interpret performance data using tools such as Power BI and Microsoft Excel to identify trends, assess program outcomes, and inform decision-making. Oversee the design and development of automated dashboards, visualizations, and data-driven reports to streamline program monitoring. Use Adobe Professional and PowerPoint to prepare clear, accessible reporting materials. Drive initiatives to optimize performance tracking, explore predictive analytics, and enhance program evaluation. Develop the annual Performance Management Program report and supporting visuals summarizing key trends, accomplishments, and opportunities for improvement.
20%	Lead and execute complex data analytics, integration, and visualization efforts to support data-driven decision-making at the State Water Board. Develop and maintain dashboards and reports using tools such as Power BI, Microsoft Excel, and PowerPoint to enhance transparency and regulatory oversight. Extract, process, and synthesize large-scale datasets from systems such as CIWQS and other program-specific data sources, ensuring accuracy and accessibility. Provide technical expertise in data analysis, trend identification, and geospatial interpretation to support executive leadership and program managers. Collaborate with internal teams and data owners to facilitate data integration and implement best practices. Support cloud-based data governance initiatives and assist in modernizing legacy data workflows. Use Adobe Professional to format, annotate, and prepare data deliverables and reports for public and internal use.



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Marginal Functions (Including percentage of time):

10%	Support interdepartmental coordination and engagement in data-driven initiatives that enhance regulatory and programmatic decision-making. Lead discussions and collaborations related to performance tracking, data integration, and analytics. Engage with internal teams to align efforts, improve methodologies, and standardize data practices across multiple programs. Support efforts related to legacy data systems, including the California Integrated Water Quality System (CIWQS), to ensure data accessibility and operational efficiency. Review and advance efforts to deliver data equity in accordance with the State Water Board's Racial Equity Action Plan (REAP). Contribute to initiatives that enhance interoperability and streamline data-sharing processes within the State Water Board. Provide technical guidance and subject matter expertise to ensure consistency in data methodologies and reporting frameworks, supporting data-informed decision-making at all organizational levels.
5%	Conduct data integrity checks and resolve inconsistencies across various regulatory datasets to ensure accuracy and reliability. Assess the quality and completeness of datasets submitted by regulated entities and internal programs, identifying gaps and areas for improvement. Develop and implement automated quality control processes to enhance data validation and standardization efforts. Support compliance with state and federal data transparency initiatives by ensuring data reporting aligns with regulatory requirements and best practices. Collaborate with program staff and technical teams to refine methodologies for maintaining high-quality datasets and supporting decision-making processes.
5%	Document methodologies, workflows, and data standardization practices to ensure consistency and reproducibility in data processes. Mentor staff, interns, and fellows by providing guidance on data analysis techniques, regulatory reporting, and performance tracking. Assist with planning and coordination of team initiatives, ensuring alignment with unit objectives and strategic goals. Support various administrative and operational tasks as needed to maintain efficiency and effectiveness within DIAU.
5%	Perform other duties as required

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 19th floor of a high-rise office building in Downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.



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Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date