



Classification: Research Data Specialist III
Position Number: 880-402-5770-006; 880-402-5770-007; 880-402-5770-008

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-402-016 25-402-035 25-402-036	Classification Title: Research Data Specialist III	Position Number: 880-402-5770-006 880-402-5770-007 880-402-5770-008
Incumbent Name: Vacant	Working Title: Research Data Specialist III	Effective Date: July 2025
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Drinking Water		Section/Unit: Resiliency and Data Branch/Quality Assurance Section
Supervisor's Name: Karen Nishimoto		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:

HR Analyst Approval: Alexandra Ruiloba-Olah

Date: July 28, 2025

General Statement

Under the general direction of a Supervising Water Resource Control Engineer 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 to solicit and consider internal/external customer input when completing work assignments.

Position Description

The Research Data Specialist III (RDS III) in the Quality Assurance Section is responsible for the developing methods of collecting and tracking data for the most complex research and data analysis projects involving compliance management of public water systems in the State of California. The RDS III will independently analyze, evaluate, and report on inventory, water quality, monitoring/reporting, and violation/enforcement data. The RDS III is required to work independently, communicate effectively, and manage multiple tasks.

Essential Functions (Including percentage of time):



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30%	Act as a data expert for the Division of Drinking Water's (DDW's) Water Technical Access Portal (WaterTAP) and provide specialized research and data analysis services to staff and other stakeholders in support of implementing and analyzing compliance with the reporting requirements of the Safe Drinking Water Act, and other regulations, statutes, policies, and requirements. This includes providing expert technical assistance and consultation with developing reporting requirements and identifying electronic data collection and analysis needs pursuant to the Lead and Copper Rule Revisions, Lead and Copper Rule Improvements, as well as any other new state or federal regulatory requirements. This also includes advising on the conceptual development of the WaterTAP system utilizing Salesforce, which involves researching, developing, and proposing innovative methods and strategies for collecting, analyzing, and reporting data. Prepare the most complex research and data analyses of public water system compliance with statutory and regulatory drinking water requirements to inform and support the Safe Drinking Water Act regulations/statutes, DDW operations, public transparency, and SWRCB policies and plans. Lead and perform complex scenario analyses on existing and upcoming regulations to evaluate the impact on SWRCB programs. Prepare technical reports which may include case studies, statistical analyses, and analytical reports.
30%	Perform the most complex quality assurance and control evaluations (QA/QC) on data entered into future and existing DDW data systems, including WaterTAP. Recommend and implement innovative data improvement strategies based upon deficiencies identified in the QA/QC evaluations and suggestions made by stakeholders. Develop, implement, and update scripts to conduct the most complex state-wide analyses of data reported by public water systems required by drinking water regulations utilizing various tools, including, but not limited to Structured Query Language (SQL), Python, and R. Formulate and convey recommendations for data governance and workable actions/plans to mitigate data gaps to ensure data solvency for SWRCB staff as well as the public.
25%	Provide expert technical assistance and consultation for data migrations (push/pull) between database applications that interface with, or will interface with, WaterTAP. Keep interfacing applications synchronized and up-to-date with data additions, changes, and deletions from WaterTAP. These interfacing applications including the existing SDWIS, WQI, and CLIP databases. This also includes applications currently under development, such as U.S. EPA's DW-SFTIES (Drinking Water – State, Federal, Tribal Information Exchange System) application. Participate in workgroups to provide guidance and expertise on data migrations. Review and evaluate workgroups to provide guidance and expertise on data migration. Review and evaluate workgroup products with respect to public water system regulatory principles, procedures, and technical adequacy. Prepare and conduct staff and public water system training. Collect and publish data online from various data sources, supporting web accessibility and open data requirements, ensure the data is publicly available, reliable, and useful for all stakeholders using software available (e.g., SQL Server, Management Studio, GitHub, Snowflake, VS Code, Azure, and others). Support the streamlining and automation of report development and implementation.



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Marginal Functions (Including percentage of time):

10%	Conduct the most complex quantitative and qualitative analyses and create visualization tools to ensure information needs as established by Executive Management are met. Analyze data trends to forecast compliance impacts for public water systems. Define, create, and manage data models and visualizations to guide decisions and ensure information needs are met.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand for long periods of time (typically at a 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. Standing/sitting for long periods of time.

Typical Working Conditions:

When not teleworking, the incumbent works in an office building, in an enclosed, hoteling, office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the Division is mission tasked. Travel may be required within California as well as within the United States to visit District Offices or to attend conferences.

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