



Classification: Research Data Manager
Position Number: 880-402-5740-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-402-054	Classification Title: Research Data Manager	Position Number: 880-402-5740-XXX
Incumbent Name: Vacant	Working Title: Research Data Manager	Effective Date: October 2025
Tenure: Permanent	Time Base: Full Time	CBID: M01
Division/Office: Division of Drinking Water/Resiliency & Data Branch		Section/Unit: Quality Assurance Section/Data Enterprise Unit
Supervisor's Name: Karen Nishimoto		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: October 10, 2025

General Statement
Under the administrative 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



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The Research Data Manager is responsible for providing leadership of the Division of Drinking Water's (Division) Data Enterprise Unit (Unit), which is tasked with performing complex and varied research and data analysis duties. The Research Data Manager is expected to work independently and in coordination with the Quality Assurance Section Supervising Water Resource Control Engineer and other State Water Resources Control Board staff. The Research Data Manager is expected to value and commit to fostering diversity which includes working with and providing services to a variety of backgrounds, cultures, personal experiences, and unique ideas that inspire and innovate solutions to further the Division's mission. The Research Data Manager is responsible for managing the Data Enterprise Unit with a focus on implementation of complex and varied data collection, management, and analysis duties in accordance with the needs of the Safe Drinking Water Act and the Division to ensure that drinking water data is useful, accessible, and collected in a way that ensures the highest quality data possible. This includes, but is not limited to, modernizing drinking water data collection, management, and analysis processes to support both the Safe Drinking Water Act and water shutoff requirements.

Essential Functions (Including percentage of time):

40%	Oversee the activities of the Data Enterprise Unit staff who collect information from a variety of groups such as Division staff, Local Primacy Agency staff, public water systems, consultants, and other State agencies and stakeholders. Oversee data collection via focus groups, questionnaires, fillable forms, surveys, and archival data from a variety of sources. Set direction for staff to administer a series of surveys that gauge employee experience. Lead the development of monitoring and data collection activities and assist and direct complex drinking water research studies while overseeing statistical analysis to develop recommendations. Ensure that the work of the Unit links data systems developed to regulatory standards. Supervises and guides the Unit in developing and maintaining drinking water policies that support automated and streamlined Drinking Water data reporting including: defining acceptable data reporting methods and techniques, recommending new data elements that produce the most useful analysis for the Division while minimizing burden on the reporting, and integrating/transforming data formats into a common reference data format. Oversee the preparation of data collection, analysis, and validation. Coordinate with scientists, engineers, and other state and federal experts to ensure Division collection techniques are modern, efficient, and interoperable with local and federal data systems.
30%	Supervise staff in developing and maintain data systems and public accountability methods related to drinking water system shutoff procedures. Provide guidance on interpretations related to the creation of water shutoff data systems. Provide guidance on the enforcement of statutory requirements related to shutoff. Use principles of project management and project evaluation to develop program performance criteria. Ensure quality and service standards are met. Review data analytics, trends, and best practices around water shutoff. Responsible for the validity and maintenance of data used to inform executive management and the public. Establish and maintain internal controls.



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10%	Support the development of a new Drinking Water data modernization project by providing leadership, technical input as a subject matter expert, and assist with testing of platform functions. Answer phone calls and provide public assistance or response to media inquiries or complicated Drinking Water data-related issues. Analyze and evaluate Drinking Water data and reports, and interpret and apply drinking water principles, policies, and regulations for the State Water Board. Interpret and explain the technical engineering concepts and support analysis, provisions of laws, rules, or regulations of California Drinking Water. Participate in special projects and facilitate business operations.
10%	Prepare and deliver reports regarding implementing new data governance and analytics to support regulatory implementation. Present research to stakeholders, senior leaderships, executive staff, and the public. Consult with leadership within the organization regarding enterprise-wide programs across the State Water Board. Perform the duties of a Division Subject Matter Expert in areas of water data information networks. Serve as an expert and develop support for legal proceedings that involve Drinking Water data. Coordinate and maintain business relationships with public water systems, consultants, environmental justice groups, and other stakeholders that rely on drinking water data.
5%	Establish and maintain cooperative relations with stakeholders in the course of work and communicate Division and Board actions effectively and efficiently. Interpret and apply existing rules, regulations, and board policies and procedures in the effort to advance work related to updating the Division's drinking water data management system. Develop and maintain data roadmaps in close collaboration with the Section, Office of Information Management and Analysis, Department of Information Technology, and other Board Divisions, Regions, and Offices; present project progress to the Section Supervisor and Deputy Director (as directed). Serve as a lead for projects with other Division of Drinking Water staff that focus on the principles of data.
Marginal Functions (Including percentage of time):	
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:	



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The incumbent works on the 17th 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. Mandatory overtime, including evening and weekend work may be necessary when the Division is mission tasked. Travel may be required locally and within the state to attend and/or conduct meetings, presentations, and other types of in-person professional events requiring participation by the incumbent.

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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date