



Classification: Research Data Specialist III
Position Number: 880-402-5770-001

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-402-067	Classification Title: Research Data Specialist III	Position Number: 880-402-5770-001
Incumbent Name: Vacant	Working Title: Research Data Specialist III	Effective Date: November 2025
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Drinking Water/Resiliency & Data Branch		Section/Unit: Quality Assurance Section/Data Support Unit
Supervisor's Name: Wendy Killou		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: November 12, 2025

General Statement
Under the general direction of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the in the Resiliency and Data Branch of the Division of Drinking Water (DDW) 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) is responsible for determining scope and parameters of research criteria, develop methods of collecting and tracking data, and perform 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 a variety of drinking water quality data, monitoring and reporting tracking, and violation/enforcement data. The RDS III is required to work independently, communicate effectively, and manage multiple tasks.
Essential Functions (Including percentage of time):

35%	Act as a data expert for the Division of Drinking Water's (DDW's) drought data and providing specialized services to staff in support of implementing and analyzing compliance with the reporting requirements of drought, emergency response, and public water system annual reports. Prepare analyses of reporting compliance consistent with statutory and regulatory requirements, specifically to inform internal and external stakeholders and support the Safe Drinking Water Act regulations/statutes and DDW operations, and SWRCB policies and plans. Lead and perform complex data-driven scenario analyses on existing and upcoming regulations to evaluate the impact on the SWRCB programs. Prepare technical reports which may include case studies, statistical analyses, and analytical reports.
30%	Perform quality assurance and control evaluations (QA/QC) on data entered into various data systems, such as but not limited to, the electronic Annual Report Portal (eAR) and the Safe and Affordable Funding for Equity and Resilience Program (SAFER) Clearinghouse. Recommend and implement data improvement strategies based upon deficiencies identified in QA/QC evaluations or suggestions made by stakeholders. Develop, implement, and update scripts to conduct state-wide analyses of data reported by public water systems to determine compliance with 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.
10%	Provide expert technical assistance and consultation with developing reporting requirements and electronic data collection needs pursuant to the Senate Bill 552, emergency response, eAR, and other regulatory required reporting. Keep interfacing applications synchronized and up-to-date with data additions, changes, and deletions from SAFER Clearinghouse and eAR databases by creating or maintaining user stories, data dictionaries, data crosswalks, and/or data categorization documentation. This also includes applications currently under development. Participate in workgroups to provide expertise on data migration, collection, and querying. Assist with the creation of guidance documents and document templates by a workgroup(s) related to drought and emergency reporting requirements and other identified projects needing technical assistance. Review and evaluate workgroup products with respect to regulatory principles, procedures, and technical adequacy. Facilitate public workshops to engage public water systems and other stakeholders in the proposed reporting requirements. Prepare and conduct staff training.



Classification: Research Data Specialist III
Position Number: 880-402-5770-001

10%	Provide administrative customer service related to the requests of drought, emergency, eAR, and other DDW data from internal and external stakeholders, (e.g. Public Records Act, executive management, etc.). Create guidance documents, procedure documents, and training materials related the data processes for various reporting databases, such as but not limited to Clearinghouse and eAR. Conduct training events assist stakeholders with reporting requirements to ensure accurate data submission. Provide technical assistance to individuals and groups of stakeholders by answering a variety of inquiries on more complex data reporting matters in a timely manner, categorizing the inquiries for reporting to management, and implementing identifying areas of improvements to the reports and/or training provided, and developing and presenting recommendations to management to resolve identified issues.
10%	Define and conduct complex quantitative and qualitative analyses and manage data models to create a variety of visualizations using software available (e.g. Power BI, Tableau, R, Python, etc.) ensuring the information needs by internal and external stakeholders are met, such as DDW Executive Management. Analyze data trends to forecast reporting compliance and help assist with DDW policy creation. Collect and publish data online from various data sources, supporting web accessibility and open data requirements, ensuring 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, etc.). Support the streamlining and automate report development and implementation.
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 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.	
Typical Working Conditions:	
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.	



Classification: Research Data Specialist III
Position Number: 880-402-5770-001

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