



Classification: Research Data Specialist III  
 Position Number: 880-402-5770-004

**DUTY STATEMENT**

CURRENT  PROPOSED

<b>RPA Number:</b> 25-402-075	<b>Classification Title:</b> Research Data Specialist III	<b>Position Number:</b> 880-402-5770-004
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Research Data Specialist III	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Drinking Water / Resiliency & Data Branch		<b>Section/Unit:</b> Quality Assurance Section / Data Management Unit
<b>Supervisor's Name:</b> Paul Williams		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> 	<b>Date:</b> 02/12/2026

<b>General Statement</b>
Under the general direction of a 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 to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Research Data Specialist III (RDS III) in the Data Management Unit is responsible for 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 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.



<b>Essential Functions (Including percentage of time):</b>	
30%	Act as the Division of Drinking Water's (DDW's) Public Water System (PWS) data expert providing specialized services to staff in support of implementing and enforcing the regulatory oversight of PWSs. PWS data includes, but is not limited to, drinking water quality, baseline inventory, and violation/enforcement actions. Prepare analyses of PWS compliance consistent with the Federal and State Safe Drinking Water Acts to inform and support the regulations, as well as DDW's policies and plans. Lead and perform complex scenario analyses on existing and upcoming regulations to evaluate the impact on PWS compliance and the DDW 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 the Safe Drinking Water Information System (SDWIS), Water Quality Inquiry (WQI) database, California Laboratory Intake Portal (CLIP), and other data systems. Recommend and implement data improvement strategies based upon deficiencies identified in QA/QC evaluations. Develop, implement, and update scripts to conduct state-wide analyses of drinking water quality data, monitoring and reporting tracking, violation and enforcement action tracking, and others to determine PWS compliance with drinking water regulations utilizing various tools, including, but not limited to, Structured Query Language, Python, and R. Formulate and convey recommendations for data governance and workable actions/plans to mitigate data gaps to ensure data solvency for DDW staff as well as the public.
25%	Provide technical assistance and consultation for data migrations (push/pull) between database applications that interface with, or will interface with, SDWIS. Keep interfacing applications synchronized and up to date with data additions, changes, and deletions from SDWIS. These interfacing applications include the existing WQI and CLIP databases. This also includes applications currently under development, such as DDW's WaterTAP and U.S. EPA's DW-SFTIES (Drinking Water – State, Federal, Tribal Information Exchange System) applications. Participate in workgroups to provide guidance and expertise on data migrations. Review and evaluate workgroup products with respect to PWS regulatory principles, procedures, and technical adequacy. Prepare and conduct staff training.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Conduct 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 the PWS. Define, create, and manage data models and visualizations to guide decisions and ensure information needs are met.
5%	Perform other duties as required.



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**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