

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PROPOSED

CLASSIFICATION TITLE Research Data Supervisor II	OFFICE/BRANCH/SECTION DES/PPM&OE/OPM	
WORKING TITLE Data Analytics and Reports Branch Chief	POSITION NUMBER 559-150-5737-xxx	REVISION DATE 01/08/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of a Supervising Transportation Engineer, the Research Data Supervisor (RDS) II is responsible for planning, organizing, and directing the work of staff engaged in the support of project management databases and reports as well as the collection, complex analysis, and reporting of financial and statistical data. This position ensures the accuracy, integrity, and timeliness of data used for program evaluation, policy development, and decision-making. The incumbent provides technical expertise, establishes priorities, and oversees compliance with departmental standards and state regulations, while ensuring delivery of comprehensive reports and actionable insights to support organizational objectives. The incumbent will present the results of summarized data, analytics, and program recommendations to executive leadership. Additionally, the role involves active engagement with DES subdivisions to align stakeholder expectations and address client needs through database support, collaborative research, and data-driven solutions.

CORE COMPETENCIES:

As a Research Data Supervisor II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity, Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity, People First)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - People First, Stewardship)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Collaboration, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Prosperity - Collaboration, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Innovation, People First)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
40% E	Supervise reporting, support, and data analysis activities. Plan, organize, and direct staff engaged in collecting, analyzing, and interpreting financial and statistical data, producing reports, and providing client training and database support. Ensure accuracy, consistency, and compliance with departmental standards. Oversee quality standards and be responsible for quality documentation related to Branch deliverables.

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20%	E	Compile and present data analysis and findings results in written reports, dashboards, and presentations for executive leadership and decision-makers.
20%	E	Collaborate with other divisions, subdivisions, and stakeholders to share data, align reporting needs and objectives, and support statewide initiatives.
10%	E	Establish and maintain protocols for data collection, storage, and reporting. Oversee quality assurance processes and ensure adherence to state and federal regulations.
5%	E	Handle performance evaluations, training, and workload distribution. Ensure compliance with departmental HR policies.
5%	M	Serve as the acting Office Chief during absences, assuming responsibility for overall office operations, decision-making, and coordination of activities. Ensure continuity of leadership, address urgent issues, and represent the office in meetings and communications with internal and external stakeholders.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Provides direct supervision to research data specialists, analysts, administrative and clerical staff. Responsibilities include assigning and reviewing work, setting priorities, conducting performance evaluations, and providing training and mentoring. Ensures staff adhere to established methodologies and departmental standards.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Principles and practices of financial data reporting, statistical analysis, and program evaluation
- State and federal regulations related to data security and confidentiality
- Supervisory principles and personnel management practices
- Data visualization and reporting tools, including Power BI
- Database management and query languages, including SQL
- Microsoft Office Suite: Excel (advanced functions), Word, PowerPoint, and Outlook
- Best practices for stakeholder engagement and collaborative research

Ability to:

- Plan, organize, and direct complex research and data analysis projects
- Analyze large and complex datasets to identify trends, anomalies, and actionable insights
- Develop and implement research strategies aligned with organizational goals
- Prepare clear, concise, and visually compelling reports and presentations
- Communicate effectively, both orally and in writing, with internal and external stakeholders
- Supervise, mentor, and evaluate staff performance, fostering a collaborative work environment
- Apply critical thinking and problem-solving skills to address complex issues
- Utilize SQL for data extraction and transformation, and Power BI for interactive dashboards

Analytical Requirements:

- Apply advanced statistical techniques and modeling to support decision-making
- Evaluate program effectiveness and recommend improvements based on data-driven insights
- Ensure accuracy, integrity, and timeliness of data used for policy development and resource allocation

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions directly impact program evaluation, policy development, and resource allocation. Errors in judgment or data interpretation may result in inaccurate reporting, misinformed decisions, and potential financial or operational consequences. Requires a high degree of accuracy and sound judgment.

PUBLIC AND INTERNAL CONTACTS

Regular interaction with internal staff, management, and executives to coordinate research activities and present findings. External contacts include stakeholders to exchange data and collaborate on projects. Professional communication is essential.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to sit for extended periods, use a computer, and occasionally lift up to 25 pounds.

Mental: Requires sustained concentration to analyze complex data, interpret regulations, and manage multiple priorities.

Emotional: Ability to maintain composure under pressure, exercise sound judgment, and handle sensitive information with

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discretion.

WORK ENVIRONMENT

Standard office setting with controlled temperature and lighting. Extensive computer use required. Occasional travel for meetings or training. Must manage multiple priorities and maintain professionalism in a dynamic environment.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
