

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 29002	DGS DIVISION / OFFICE or CLIENT AGENCY Procurement Division	
UNIT NAME eBiss, eMarketplace Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 Third Street, 2nd Floor, West Sacramento, CA, 95605	
CIVIL SERVICE CLASSIFICATION Research Data Specialist II	POSITION NUMBER 306-520-5758-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 a.m. - 5:00 p.m.	TENURE Permanent	
WORKING TITLE Research Data Specialist II	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

The RDS II works under the direction of the Supervisor II in the eProcurement Business Intelligence Strategies Section (eBISS) and performs advanced research, data analysis, data validation, and issue resolution to support the statewide eMarketplace initiative. The RDS II serves as a lead analytical resource within the eMarketplace Unit by conducting complex research and data modeling, evaluating procurement data from FI\$Cal, Cal eProcure, SCPRS, and the eMarketplace platform, and ensuring accurate and consistent analytical practices across the Procurement Division. The RDS II partners with eProcurement, Intake and Analysis, and Enterprise Technology Solutions to support reporting, system validation, and Tier 1 issue analysis. The RDS II also provides consultative input on the feasibility and impact of proposed program or system changes using Statistical Analysis System (SAS), Enterprise Guide (EG), R, Python, SQL, Access, Power BI, Excel, and Word.

Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing

SPECIAL REQUIREMENTS Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)

Professional License (specify below in Description) Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Under general direction independently carry out the evaluation and analysis of market and industry costs, supply patterns, demand trends, cost drivers, utilization benchmarking, strategic sourcing opportunities, and procurement related data by planning, developing, and conducting complex research projects, data modeling, and data analysis in order to identify pricing improvement opportunities, enhance procurement effectiveness, and support data informed decision making to ensure statewide procurement processes are efficient, transparent, and aligned with program needs.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

PERCENTAGE	DESCRIPTION
	Validate and integrate data from FI\$Cal, Cal eProcure, SCPRS, and the eMarketplace platform to identify system issues, data quality concerns, operational impacts, and opportunities to refine procurement workflows using Statistical Analysis System (SAS), Enterprise Guide (EG), R, Python, SQL, Access, Power BI, Excel, and Word.
35%	Serves as a lead in independently assessing and validating user reported issues, catalog and item data discrepancies, supplier setup and profile information, and process flow interruptions affecting eMarketplace performance by conducting detailed root cause analysis of transaction activity, catalog and supplier data, procurement documentation, and system integration outputs such as FI\$Cal in order to determine scope, severity, and origin of issues to ensure accurate findings, timely corrective actions, and consistent Tier 1 service delivery. Develops data based findings and recommended corrective actions for review prior to escalation to Enterprise Technology Solutions or vendor support; documents recurring patterns, defects, and resolution outcomes to strengthen platform stability, data integrity, and cross unit coordination across the eMarketplace, eProcurement, and Intake and Analysis units.
25%	Under general direction independently develop, maintain, and distribute analytical reports, dashboards, metrics, and other decision support materials that communicate eMarketplace performance, adoption, and operational trends by translating business questions into repeatable reporting logic, establishing consistent data definitions, and producing clear, actionable visuals in order to support program planning and transparent communication to ensure stakeholders have timely and accurate information to guide decisions. Gather business needs, draft functional requirements, and participate in User Acceptance Testing (UAT) to validate updates and alignment with expected behavior; provide consultative guidance to internal and external stakeholders on interpreting data, using reporting tools, and understanding eMarketplace processes and outcomes.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Represents DGS in meetings with suppliers, partners, and state agencies to share Tier 1 service information, communicate system issue trends, and provide input on user support needs by preparing summaries, documenting follow-up actions, and coordinating across program areas in order to maintain alignment and continuity to ensure consistent service delivery. Participate in cross-functional workgroups, assist with documentation and system updates, attend trainings, and provide backup support across the eMarketplace, eProcurement, and Intake and Analysis units; perform other services as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

- Work is performed in a standard office setting or remote work environment and requires daily use of a desktop or laptop computer, approved software applications, and communication tools such as email, telephone, and video conferencing.
- The role includes regular use of typical office equipment and may involve transporting documents, a laptop, or reference materials as needed to support program activities.
- Duties may require sitting or standing for extended periods, meeting deadlines, adjusting to shifting priorities, and working effectively in a fast paced environment.
- Occasional overtime may be required based on operational needs and workload demands.
- The position functions as part of a distributed team and requires working remotely and reporting to the office as

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

needed to support program operations, collaboration, and continuity of service.

- Accessing and using information and communication technologies is required to perform the essential functions of the position.

DESIRABLE QUALIFICATIONS

- Ability to support system enhancement efforts by gathering business needs, drafting functional requirements, and participating in User Acceptance Testing to validate updates and ensure consistent system performance.
- Ability to create clear and user friendly documentation, job aids, and training materials that enhance help desk operations and support consistent handling of customer inquiries.
- Ability to work collaboratively across units such as eMarketplace, eProcurement, Intake and Analysis, Engineering/EPP, and other program areas to validate data, share insights, and support system improvements.
- Knowledge of statewide procurement programs and policy areas, including Environmentally Preferable Purchasing (EPP), Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) programs, strategic sourcing, and statewide reporting requirements such as SABRC.
- Experience supporting system implementation, data analysis, or change management activities within complex statewide procurement environments.
- Strong written and verbal communication skills with the ability to prepare clear analytical reports, summaries, and visualizations for management and executive leadership.
- Ability to manage multiple priorities in a fast paced environment and adapt to evolving program and system needs.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED