

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Research Data Specialist II	Research Data Specialist II
NAME OF INCUMBENT:	POSITION NUMBER:
	280-307-5758-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Fed/State Programs Section	Vicki Moore
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Labor Market Information Division	Research Data Manager
BRANCH:	REVISION DATE:
Labor Data and Compliance Branch	2/10/2026
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Travel may be occasionally required to attend meetings, trainings, conferences, and to provide presentations.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of a Research Data Manager, the Research Data Specialist II (RDSp II) acts as an expert in labor market analysis and independently performs a variety of research and data analysis. The RDSp II leads activities on behalf of the division and department using Employment Development Department (EDD) administrative data and external data sources to respond to complex research and policy questions through the advanced use of various statistical software.</p> <p>Independently conducts complex in-depth labor market research for EDD staff, local agencies, economic developers, the Governor's Office, and the state legislature. Uses various data sources, including the U.S. Census American Community Survey (ACS) and Current Population Survey (CPS), which expands the base of knowledge about California labor markets by applying systematic, critical, and intensive research methods and techniques.</p> <p>Provides research leadership on complex state and regional labor market and workforce topics. Represents and provides staff support to the Division Executive Team and Senior Economists on highly complex or</p>	

Civil Service Classification

Research Data Specialist II

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policy-oriented workforce issues. Represents the Labor Market Information Division (LMID) on state and national labor market research studies.

The RDSp II will be knowledgeable of and give presentations on labor market information, division projects and products, and collaborative work.

Percentage of Duties	Essential Functions
30%	Independently uses various advanced research methodologies (e.g., applied, quantitative, and qualitative research), advanced statistical software (e.g., SAS, R, Stata, Python, and Microsoft Excel), and internal and external labor market information (LMI) databases (e.g., EDD Administrative Data (Base Wage Files, Unemployment Insurance claims data, and Quarterly Census of Employment and Wages data), U.S. Census Bureau (American Community Survey and Current Population Survey), Dun & Bradstreet, Lightcast) to extract, compile, organize, and analyze data, and provide in-depth analysis for reports and special projects. The incumbent acts as an expert and leads various research projects and coordinates with various subject matter experts to fulfill requests from customers.
30%	Responds to special requests that require complex trend analysis and the use of advanced labor market research methods. Designs, conducts, and provides analysis of surveys and data in the LMI field. Makes public presentations to interested parties on the research. Authors publications that describe and interpret state and national labor market trends.
25%	Creates and maintains LMI products, such as dashboards, for the LMID and EDD websites and internal SharePoint site, using data visualization software (e.g., Tableau & Microsoft Power BI) to convert LMI data into graphical charts to identify trends and patterns.
10%	Participates on state or national labor market research studies proposed by the EDD Executive staff, Labor and Workforce Development Agency staff, the Governor's Office, the U.S. Department of Labor, the Census Bureau, or other state and federal statistical agencies.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other: [Click here to enter text.](#)

Type of Environment:

High Rise Cubicle Warehouse Outdoors Other:

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Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Other:			<input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers in person	
5. SUPERVISION EXERCISED: (List total per each classification of staff)				
None				
6. SIGNATURES				
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>				
Employee's Name:				
Employee's Signature:			Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>				
Supervisor's Name: Vicki Moore				
Supervisor's Signature:			Date:	
7. HRSD USE ONLY				
Classification and Pay Unit (CPU) Approval				
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved		
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	FNB	6/18/2026		
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:				

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file