



Classification: Research Data Specialist III
Position Number: 880-270-5770-001

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 25-270-017	Classification Title: Research Data Specialist III	Position Number: 880-270-5770-001
Incumbent Name: Vacant	Working Title: Research Data Specialist III	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Office of Information Management & Analysis (OIMA)		Section/Unit: Data Integration & Analysis Unit (DIAU)
Supervisor's Name: Kiranpreet Kaur		Supervisor's Classification: Senior Water Resource Control Engineer (Supervisory)

Human Resources Use Only:	
HR Analyst Approval: <i>Tammy Putnam</i>	Date: 6/24/2026

General Statement
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.
Position Description
The Research Data Specialist III (RDS III) performs advanced data systems support, integration, and applied analytics within the Data Integration & Analysis Unit (DIAU). The position supports Water Board data systems and enterprise data platforms by troubleshooting issues, improving workflows, and enabling program staff to effectively utilize data tools.
The incumbent serves as a technical resource bridging data systems, analytics, and programmatic needs, contributing to improved data accessibility, integration, and operational efficiency across the State Water Board. The position is designed to provide flexible, cross-functional support across data systems, analytics, and integration efforts, adapting to evolving program and enterprise data needs.



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Essential Functions (Including percentage of time):

30%	Provide services of a data librarian for the Water Boards whole data catalog – this includes advanced technical support and analysis for Water Board data systems and related data environments. Troubleshoot data issues, system errors, and workflow challenges across multiple systems. Coordinate with IT staff, developers, and program personnel to resolve issues and improve system performance. Support system enhancements, testing, and implementation efforts. Analyze system functionality and identify opportunities to improve usability, efficiency, and reliability.
25%	Support and advance integration of datasets across multiple Water Board programs and systems to improve accessibility, interoperability, and usability of data. Identify gaps in data accessibility and improve data flows across programs. Assist in organizing, structuring, and preparing data for use across programs. Support efforts to streamline and standardize data workflows and improve cross-program data coordination.
20%	Perform data analysis using tools such as SQL, Python, R, or similar platforms to identify trends, support decision-making, and improve program outcomes. Develop dashboards, visualizations, and tools using Power BI, Tableau, or equivalent platforms. Automate data workflows and improve efficiency of data processing. Translate data into actionable outputs to support program staff and decision-making processes.
15%	Provide technical assistance to Water Board staff and programs related to data systems and tools. Respond to data and system-related inquiries in a timely manner. Assist programs in accessing, understanding, and using data effectively. Support ad hoc data requests, troubleshooting, and issue resolution. Serve as a key resource for resolving cross-program data issues and supporting evolving program needs. Develop guidance, documentation, and training materials to improve user adoption, understanding, and effective use of data systems and tools across programs.

Marginal Functions (Including percentage of time):

5%	Provide support for special projects, pilot initiatives, and emerging data needs across OIMA and the State Water Board. Assist with cross-functional efforts that may include data analysis, system support, integration tasks, or other priority assignments.
5%	Perform other duties, as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to work at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds and bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:



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The incumbent works on the 19th 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. Travel may be required locally and within the state.

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