

Percentage of Duties	Essential Functions
30%	Supervises staff in the OEWS Analysis Unit and performs related administrative duties, including maintaining attendance, time reporting, travel, budget, training, supplies, and equipment. Works to maintain safe working conditions. Reports on completion of work assignments, performs evaluations of staff performance, promotes staff development, and ensures departmental policies and regulations regarding confidentiality. Takes timely corrective actions when needed. Keeps Group Manager informed of all administrative and operational issues.
25%	Establishes priorities and schedules Unit work to meet all contractually obligated due dates. Assigns a group of sampled employers to each industry lead analyst designated to be responsible for data collection efforts. Reviews randomly selected distribution for equity in establishment size and volume. Adjusts case load if needed. Plans and develops systems for efficient work flow of response forms, including daily workload. Monitors progress of work with staff on a daily basis and reviews completed survey. Works with the LMID management and the Bureau of Labor Statistics (BLS) to maintain survey response rates and survey status reports. Makes staff aware of these reporting requirements, including sample distribution, response rates, accuracy of computations, and benchmark tolerances.
20%	Manages Address Refinement including overseeing prenote mailing, electronic and paper prenote returns and updates, and refinement of undelivered return mail. Assists staff in the OEWS survey process including mailing of the initial and follow-up survey forms, data collection, key entry of data and electronic data file uploads and distribution. Makes adjustments to survey data or information as needed, verifies North American Industry Classification (NAICS) codes, assigns Standard Occupational Classification (SOC) codes to occupational titles submitted by employers as needed, and works with the BLS to prepare and review employment and wage estimates.
15%	Monitors the data processing aspects of the survey including matching sample industry, area, and administrative information with the Quarterly Census of Employment and Wage (QCEW) Program's universe file and reconciles differences between survey data and universe data following established procedures and using sound judgment and reason. Reviews the Occupation and Wage Data Network (OWDN) file processing including all Atypical changes and Quality Assurance edits.
Percentage of Duties	Marginal Functions
5%	Acts in lieu of the Group Manager in the absence of the Research Data Supervisor II. Supervises the planning, organization, and review of research projects. Works closely with staff and customers to produce, provide, and present economic and ad hoc reports.
5%	Perform 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: Occasionally - activity occurs < 33%

Civil Service Classification
Research Data Supervisor I

Position Number
280-307-5734-024

Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
Directly Supervises 5 Research Data Analysts I/II, 3 Program Technician IIs		
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:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	JMB	7/2/2026
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