

# DUTY STATEMENT

CURRENT  
PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Research Data Analyst II</b>		WORKING TITLE <b>Research Data Analyst II</b>	
DIVISION/OFFICE/UNIT <b>State-Assessed Properties Division/Tax Area Services Section</b>		SPECIFIC LOCATION ASSIGNED TO <b>Sacramento - Headquarters</b>	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>R01</b>	WORK WEEK GROUP <b>2</b>	CERTIFICATES REQUIRED
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>None</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>290-303-5731-</b>	

*The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.*

**POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Research Data Supervisor II, Tax Area Services Section, the Research Data Analyst II performs a variety of duties related to the creation, implementation, and maintenance of geospatial data and technology systems to support the Tax Rate Area (TRA) system using specialized geospatial software. Participates in specialized and complex Geographic Information Systems (GIS) projects, performs spatial analysis, and assists with system infrastructure and data workflow design. Processes jurisdictional boundary changes, updates TRA maps, and ensures data accuracy across multiple systems while providing technical support to both internal stakeholders and external agencies.

**Candidate must be able to perform the following essential job functions with or without reasonable accommodation.**

PERCENTAGE OF TIME SPENT	DUTIES
30%	<p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p><b>Geospatial Data Management and Boundary Maintenance</b></p> <p>Create and maintain Board of Equalization (BOE) geospatial data and cartographic outputs using Esri ArcGIS Pro, ArcGIS Online, and AutoDesk AutoCAD Map 3D. Responsible for the creation of geospatial data representing TRAs, tax parcels, and special district boundaries for internal and external stakeholder use. Execute complex geospatial projects, including the development of custom GIS tools and producing a statewide TRA map series. Assist in the administration of BOE ESRI ArcGIS Online organization and in maintaining a catalog of external data. Collect, convert, and transform spatial datasets from outside agencies or stakeholders to integrate with BOE geospatial data. Validate spatial data accuracy and resolve conflicting boundary information. Perform quality control checks on boundary changes to ensure adherence to departmental standards and other regulations. Assist with internal data migration and process improvement efforts. Assist in the configuration and maintenance of spatial databases. Apply metadata standards and quality assurance protocols to ensure consistency across BOE GIS data. Test GIS data is incorporated into applications from many systems. Assist in the design and documentation of GIS development standards, program specifications, business requirements, unit procedures, system architecture policies, and best practices to align with statewide GIS and IT strategy.</p>
30%	<p><b>Jurisdictional Boundary Change Processing</b></p> <p>Compile and analyze information related to jurisdictional boundary changes submitted by external agencies (e.g., LAFcos, counties, cities, private consultants) to ensure alignment with statutory requirements (e.g., R&amp;T Code 99 and Government Codes 54900–54903) and departmental procedures. Support the validation and update of tax rate area records within BOE's digital mapping and database systems. Conduct preliminary research using public sources (websites, public records, contact lists) to identify missing data or supporting documentation related to proposed boundary changes. Create, modify, and maintain geospatial database records and libraries for both internal use and public distribution. Ensure the integrity and reliability of data. Assist in tracking project timelines and monitoring unit's work progress to ensure boundary changes and associated data updates are completed by statutory deadlines. Collaborate with team members to develop and refine data submission guidelines for LAFcos and other agencies to improve compliance and support accurate tax revenue distribution.</p>

20%	<p><b>ESSENTIAL JOB FUNCTIONS</b> <i>(continued)</i></p> <p><b>Technical Support and Consultation</b></p> <p>Assist internal and external stakeholders with inquiries regarding TRA information. Respond to data requests and provide technical guidance on jurisdictional boundary change requirements. Complete special assignments, provide data extracts, and produce reports as requested. Explain department procedures and regulations to submitting agencies. Provide consultative research and procedural support to county staff. Monitor public email inbox and solve technical issues as they arise. Support colleagues with technical GIS questions and issues. Identify problems with historic TRA boundary data. Conduct archival research and apply logical analysis to resolve historical data inconsistencies, apply corrections according to departmental standards. Digitize historical microfilm and maintain microfilm scanning equipment and software.</p>
15%	<p><b>GIS Tool Development and Process Improvement</b></p> <p>Conduct workflow, process, and system analysis. Identify areas for improvement, make recommendations, and propose solutions. Develop custom code (e.g. Python, JavaScript, Arcade) or other tools for geoprocessing tasks, complex analysis, and creating map products. Troubleshoot and optimize existing GIS applications to improve performance, document code and create user guides for custom tools. Assist in researching new GIS technologies and methods to improve system performance and reliability. Test and deploy new GIS functionality across the department. Recommend improvements to internal workflows based on tool performance and user feedback. Maintain compliance with IT policies and contribute to documentation of internal workflows, project plans, and performance metrics. Attend training, participate in statewide GIS meetings, and attend skills development courses to stay current on web application development, GIS tools, automation, database design, research methodology.</p>
5%	<p><b><u>MARGINAL JOB FUNCTIONS</u></b></p> <p>As necessary, performs other job-related duties as required.</p>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB** *(if applicable):*

**Work Environment:**

- Office environment with open cubicles, artificial lighting, and temperature control.

**Physical Abilities:**

- Access and utilize personal computer, office equipment, and telephone daily.
- Remain in a stationary position consistent with office work for extended periods of time.

**Additional Requirements/Expectations:**

- Communicate professionally and effectively with all levels of staff and the public.
- Demonstrate a high degree of professionalism, courtesy, and consideration in all phases of work with both internal and external customers.

***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.***

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: 7/3/2026	C&P Analyst Initials: MM
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