



Classification: Research Data Specialist II
Position Number: 880-250-5758-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-250-163	Classification Title: Research Data Specialist II	Position Number: 880-250-5758-XXX
Incumbent Name: Vacant	Working Title: Research Data Specialist II	Effective Date: July 2026
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Water Quality		Section/Unit: Wetlands Permitting and Planning Unit
Supervisor's Name: Elizabeth Reece		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval: Kathleen Hill

Date: July 21, 2026

General Statement

Under the general direction of a Senior Environmental Scientist (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 (RDS) II conducts independent work to develop, implement, and analyze the various plans, policies, and databases of the Division of Water Quality's wetlands program. The RDS II is responsible for performing the more complex data analysis, research, and reporting. Duties include performing quality assurance and quality control on various datasets, evaluating the effectiveness of existing and potential changes to statewide wetland protections, developing and maintaining program data systems, and making recommendations for how to best carry out data collection and analysis. The RDS II must have a strong working knowledge of data science and data visualization. The RDS II is expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians. The RDS II will travel to attend meetings, trainings, conferences, or other program-related events (e.g., public outreach), including occasional overnight travel.



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Essential Functions (Including percentage of time):

30%	Develop and maintain databases and data systems. Participate as a subject matter expert in the development, implementation, and maintenance and operation of technology platforms to facilitate permit application, processing, and reporting. Coordinate within the Water Boards and with external parties to support streamlined, efficient reporting of program data across data systems through data system integration initiatives and collaborative data efforts. Identify and conduct analyses to support the development of efficient data practices with existing and future Water Board databases, such as the California Integrated Water Quality System, and act as a liaison to information technology staff as appropriate. Independently plan and conduct highly complex and sensitive research and analysis of appropriate, meaningful, and unbiased data. Develop data visualizations, infographics, presentations, and webpages. Make data available to the public on the California Open Data Portal according to the principles and requirements of the Open and Transparent Water Data Act. Coordinate within the Water Boards and with external parties to disseminate and discuss findings, including internal meetings, public speaking at conferences, industry group meetings, and before the State and Regional Water Boards.
30%	Work as part of an interdisciplinary team to implement and evaluate compliance of the State Water Board's Water Quality Certification program with state and federal wetland regulatory frameworks, including: the Clean Water Act, the Porter-Cologne Water Quality Control Act, the State Policy for Water Quality Control: State Wetland Definition and Procedures for Discharges of Dredged or Fill Material to Waters of the State, and Executive Order W-59-93. Use data analysis to research and develop programmatic and policy recommendations to ensure program effectiveness. Assist technical staff with the development of plans, policies, and permits based on rigorous analysis. Utilize data science expertise, scientific methods, and critical thinking to gather information and develop recommendations. This includes data collection, quality assurance and control, data management, and analysis of collected data to inform policy recommendations. Independently research, analyze, and prepare documents for developing and implementing program data standards statewide. Independently prepare public notices, presentations, correspondence, webpage content, and briefing documents with policy options and staff recommendations. Analyze and prepare responses to public comments.

15%	Use geospatial software, spatial data, and related technologies (e.g., Geographic Information Systems [GIS], satellite and remote sensing data, web mapping platforms, and other spatial technologies) to perform advanced geospatial analyses and develop maps, reports, and visual products that communicate program information and support decision-making. Provides technical support and training to program staff using geospatial tools and applications. Develops and maintains online spatial data resources, interactive web maps, dashboards, and geospatial applications using industry-standard software and toolkits. Applies established methods and best practices to edit, manage, integrate, and ensure the integrity of spatial and non-spatial datasets, including the creation of new geospatial data layers from tabular, remote sensing, and other data sources. Researches, identifies, acquires, and compiles geospatial and related datasets from local, state, federal, and other sources, and conducts analyses to support Division programs and initiatives. Prepares reports, correspondence, and other deliverables based on the results of geospatial research, spatial analysis, modeling, and data interpretation.
Marginal Functions (Including percentage of time):	
10%	Actively lead conference calls, in-person meetings, work groups etc., contributing expertise and guidance relating to the dredge or fill program. Communicate data effectively with internal and external stakeholders. Partner with internal and external technical and non-technical interested parties to understand data. Maintain data dictionaries for governed data. Provide subject matter knowledge on all database management and enhancement efforts. Acts in a lead capacity on the impact of changes to program data collection tools.
5%	Perform administrative work, including maintaining a staff directory, internal and external program web pages, and related program informational sites. Write draft and final reports, prepare technical correspondence, and provide technical guidance to Regional Water Board staff. Participate in roundtable meetings with state and Regional Water Board staff.
5%	Represent the Water Boards in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved and disadvantaged communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Water Boards' Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. In cooperation with the Communications Office and the Office of Public Participation develop talking points, presentations, and outreach material for members of the media and the public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

Example: The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

Example: The incumbent works on the 15th 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. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. 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