

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Research Data Analyst II	<i>Research Data Analyst II</i>
NAME OF INCUMBENT:	POSITION NUMBER:
N/A	281-393-5731-702
SECTION/UNIT:	SUPERVISOR'S NAME:
Planning & Research	Selene Mujica
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Research and Analytics Division	Supervisor I
BRANCH:	REVISION DATE:
Technical Operations	5/27/2026
Duties Based on: ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required ☐ Call Center/Counter Environment ☐ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements (e.g., <i>qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):	
Under the direction of the Supervisor I, the incumbent will participate in key research projects applying systemic, critical, intensive research methods, and techniques. The incumbent will perform the more varied and complex technical research duties and analysis, work independently and as a team member for the development of the Employment Training Panel's (ETP) Strategic Plan, Annual Report, research and statistical studies, and other ad hoc requests. The incumbent will remain knowledgeable regarding labor market information and California's regional economies, with an emphasis on regional and occupational products, tools, and information displayed via the website; and technological advancements for data dissemination and website innovations to support local workforce training and economic development. The incumbent will provide consultative guidance using research and statistical methodologies to investigate employment and training issues to develop policy and regulatory recommendations, leverage Artificial Intelligence (AI) powered analytics, and translate findings into actionable recommendations for management and executive leadership. The incumbent will perform the following activities and functions:	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Percentage of Duties	Essential Functions
35%	Strategic Planning and Research Projects Works independently or as a lead on Unit or Division research projects. Applies technical research and statistical methodology utilizing various software tools and databases to develop policy and regulation recommendations to guide the development

	and approval of ETP's contracts and presents solutions for management and executive leadership consideration. • Leads in complex, technical research and statistical analysis for preparation of the ETP's Annual Report, Strategic Plan, and other mandated or ad hoc reports to Agency, the Legislature, and the Administration. This may include researching active, completed, and terminated contracts for qualitative and quantitative data; conducting systematic, critical and intensive investigations for the development of Agency priorities, goals and objectives; and synthesizing information from a variety of sources including applicable legislation, regulations, policies, state and local labor market information, program specific data, research reports as well as utilizing internal subject matter expert knowledge and information from Executive Staff. • Assess implications of planning and research findings, including significant trends and AI-generated forecasts, contributing in developing strategic recommendations and innovative solutions for executive management consideration.
35%	Advanced Research, Data Analysis, and Program Evaluation • Provides support in the collaborative efforts with the Data Analysis Unit (DAU) on the production of comprehensive Annual Reports, Legislative Reports, Ad Hoc Reports, Monthly Reports, and Program Efficiency Workgroup initiatives, leveraging in-depth planning and research and critical trend analysis, potentially enhanced by AI-powered predictive models. • Develops and utilizes advanced techniques to produce statistical tables, charts, and reports that support the state's workforce system and economic development activities. • Participates in the design and implementation of collaborative research projects studying current labor market and training information delivery systems and economic subject areas of major interest to California policy makers. These projects may require interaction with ETP executive staff and managers, staff from state, federal, and/or local government agencies, local organizations, and may include the use of academia, and governmental reports. • Conducts strategic analysis of ETP programs and other workforce initiatives, including trend analysis for planning future workforce demands, and actively collaborate with Labor and Governor's workforce initiatives (e.g., Cradle2Careers, CAAL Skills). • Provides support in the agency's comprehensive analysis and reporting to external parties, Labor Relations requests, and internal, panel, and stakeholders strategic planning initiatives, including Public Records Acts (PRA) requests, ensuring clear understanding of ETP program effectiveness. • Conducts case studies and facilitate collaboration with contractors and internal staff, which may involve conducting interviews and designing surveys to gather compelling success stories for reports and overall program effectiveness. • Ensures strict compliance with Personally Identifiable Information (PII) protocols for secure and ethical data utilization in all planning and research activities.

15%	Document and Information Maintenance • Leads the creation, maintenance, and strategic dissemination of agency reference manuals, ensuring consistency and clarity in processes and procedures. • Prepares essential internal and external documents and reports that provide information about the ETP program (e.g., ETP Minimum Wage updates, High Unemployment Areas, Training Opportunities Report). • Supports the development and maintenance of materials for onboarding new Panel Members and Labor & Workforce Development Agency (LWDA) staff, ensuring comprehensive and up-to-date information is provided. • Collaborates closely with Policy and technical units to support the creation, maintenance, and posting of agency-wide information on shared platforms, including policy and procedure documents, ETP Guidelines, and Pilot Programs. • Participates in Labor Market Information Division Advisory Group meetings, collaborating with staff to analyze information for integration into the Strategic Plan and broader planning and research efforts, with a strong emphasis on current and forecasted labor market trends. • Ensures regular reviews and updates of all physical library and electronic documentation for records retention compliance, including SharePoint archives and other document repositories crucial for historical purposes.
10%	System Support and Innovation • Responds to the Legislature, Panel, executive staff, and public requests for synthesized information and statistical program data. • Provides strategic support for agency-wide contract management and grant management systems, including overseeing customer support initiatives. This involves actively identifying, exploring, and integrating Artificial Intelligence (AI) features for enhanced planning and research capabilities within these systems, leading to more effective planning, sophisticated trend analysis, and automated insights. • Develops comprehensive training materials for internal and external customers related to contract and grant management systems, including designing training session and refresher courses that facilitate planning and research data access and the identification of usage trends, incorporating how AI features can streamline workflows. • Designs surveys, conducts interviews, and develops procedural reports to enhance efficiency and data accessibility for future planning and research. • Attends conferences and meetings on labor market information delivery systems, customer outreach, the economy, and related areas of interest. • Participates in numerous internal and interagency workgroups and teams.

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: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: Click here to enter text.		
Type of environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:		
5. SUPERVISION		
Supervision Exercised: N/A		
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 have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification & Pay Group (CPG) Approval		
☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	CPG Analyst initials	Date approved
	YS	8/10/2026
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed) 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. List any Reasonable Accommodations made: Click here to enter text.		

Civil Service Classification

Research Data Analyst II

Position Number

281-393-5731-702

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