

Duty Statement
California Government Operations Agency
State of California



☐ Current ☒ Proposed

Classification Title Research Data Specialist III	Division Data Programs
Working Title Record Linkage Specialist	Office/Unit/Section Office of Cradle-to-Career Data
Position Number 424-100-5770-900	Effective Date
Name Vacant	Date Prepared 7/28/26

General Statement

The Office of Cradle-to-Career Data (C2C) is building a statewide longitudinal data system that will provide policymakers, researchers, educators, students, families, and other stakeholders answers to key questions about student progression and outcomes. The data system will help provide critical information about the pipelines from early care to K-12 to higher education skills training and employment along with health and human services data. This data system will help support teachers, advisors, parents and students and be an evidence-based tool that decision makers and researchers can use to help California adopt more equitable policies by providing insight into how educational experiences impact students' subsequent academic achievement, work, and earnings.

Under the general direction of the Deputy Director of Data Programs, the Record Linkage Specialist will link and analyze data for the data system and the creation of analytical products.

Duties include, but are not limited to:

Job Functions

Essential (E) / Marginal (M) Functions

40% **Workforce data linking and export (E)**

- Develop methods and strategy for data linkages that support data analysis, including workforce data.
- Develop and support processes for bringing in new data and new data sources.

- Collaborate with Data Programs teammates, including the Workforce Data Specialist, and the Data Infrastructure team to implement data linkage methods and strategy using a variety of programming languages.

20% Data validation, analysis and reporting (E)

- Conduct activities related to reproducible analysis in secure data environments, including C2C's secure data enclave. These include writing and reviewing statistical analysis code in languages like Python and SQL. They also include implementing version control in products like Bitbucket.
- Develop effective documentation for analysis, including data linkage methods
- Contribute to data validation and quality checks.
- Handle Personally Identifiable Information (PII), confidential, and other sensitive data with utmost care, ensuring strict adherence to data privacy and security procedures
- Support ad hoc tasks and analytical data projects.

20% Internal and external communication (E)

- Collaborate with teammates within Data Programs and across verticals to coordinate work.
- Apply principles of user-centered design to ensure data analysis meets the requirements and expectations of its users.
- Engage in iterative feedback loops with both internal and external stakeholders to refine and improve the work products continuously
- Communicate with external partners through multiple methods, including presentations, written reports, and memos.
- Meet and network with external experts to build domain knowledge related to workforce data and policy.

15% Project management (E)

- Plan and manage tasks and projects using project management software.
- Provide status updates to direct supervisor and executive leadership.

5% Marginal functions (M)

- Acts as back-up for Deputy Director of Data Programs.
- Other duties as required.

Supervision Received

The Record Linkage Specialist reports directly to and receives most assignments from the Deputy Director of Data Programs; however, direction may also come from the Executive Team.

Supervision Exercised

The Record Linkage Specialist will not exercise any formal supervision; however, they will provide project and program leadership and functional guidance to state staff and contractors.

Personal Contacts

The incumbent will work with teams across the Office of Cradle-to-Career Data and GovOps Agency staff, community organizations, a wide range of stakeholders, and external contractors and advisors.

Functional Requirements

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job:

- Regular and consistent attendance is essential to the successful performance in this position.
- The Record Linkage Specialist is expected to be prepared and professional, including adhering to a regular schedule and telework agreement.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.

The duties of this position are performed indoors. C2C Headquarters is located at 400 R Street, Sacramento, CA 95811 and is equipped with standard or ergonomic office equipment, as appropriate. A hybrid work schedule is acceptable pursuant to an approved Telework Agreement. Additionally, occasional travel and overnight stays may be required to attend meetings, conferences, and training.

Background Checks and Clearance

The successful candidate will be required to pass a criminal background check (see Education Code 10873).

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date

Duties of this position are subject to change and may be revised as needed or required.

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date

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Under the general direction of the Deputy Director of Data Programs, the Workforce Data Specialist will conduct data analysis on workforce data, including analysis of program participant wages and post-program earnings.

Duties include, but are not limited to:

Job Functions

Essential (E) / Marginal (M) Functions

40% **Data analysis: job placement and value-added earnings calculations (E)**

- Develop methods and strategy for relevant data analysis, including analysis of workforce data.
- Conduct activities related to reproducible analysis in secure data environments, including C2C's secure data enclave. These include writing and reviewing statistical analysis code in

languages like Python and SQL. They also include implementing version control in products like Bitbucket.

- Perform research and data analysis, synthesize themes and interpret results to write reports.

20% Data validation and reporting (E)

- Contribute to data validation and quality checks.
- Export data as part of a data analysis pipeline, including procedures for workforce related analysis.
- Handle Personally Identifiable Information (PII), confidential, and other sensitive data with utmost care, ensuring strict adherence to data privacy and security procedures.
- Support ad hoc tasks and analytical data projects.

20% Internal and external communication (E)

- Collaborate with teammates within Data Programs and across verticals to coordinate work.
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