
Position Details**Classification:**
Research Data Analyst II**Office:**
Financial**Working Title:**
Cost Team Analyst**Location:**
Sacramento**Position Number:**
311-320-5731-801**HR Approval Date/Initials:**
08/13/2026 MP**CBID/Bargaining
Unit:** R01**Work Week
Group:** 2**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under general supervision of the Research Data Supervisor I (RD Sup I), the Research Data Analyst II (RDA II) is responsible for developing, maintaining, and reviewing for the California High-Speed Rail Authority (Authority), cost management data including budget and cost forecast and providing accurate and timely reporting of cost data. The incumbent is responsible for exporting and mapping cost data from Financial Information System for California (FI\$Cal) to EcoSys, budget tables for Business Oversight Committee (BOC) items, for financial, budget, cost management, and reporting. The RDA II is responsible for monitoring, evaluating, and reporting the project and the performance of contractors against the budget to the Authority.

The incumbent must have knowledge of accounting principles, governmental budgeting, and state financial systems (like the uniform accounting system and FI\$Cal). They must be able to apply these principles, analyze data effectively, and make sound decisions and recommendations regarding departmental budgets. High-level technical skills with Microsoft Excel, PowerPoint, and an aptitude for learning and working with technology are essential.

Duties

Percentage

Essential (E)/Marginal (M)

- | | |
|---------|---|
| 30% (E) | <ul style="list-style-type: none">• Organize, create, and compile data using Excel and other software.• Ensure the accuracy of cost information and utilize EcoSys's validation framework.• Identify and resolve data quality issues within the platform. |
| 30% (E) | <ul style="list-style-type: none">• Perform complex analytical studies and identify cost trends, potential overruns, or savings. |

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- Use quantitative and qualitative forecasting methods to predict future project costs and assess risk factors.
 - Utilizing EcoSys to perform scenario modeling and analyze the financial impact of different assumptions or potential changes.
- 15% (E)
- Develop and maintain budget and cost forecasts within EcoSys, updating them regularly based on performance.
 - Prepare monthly budget tables for the Business Oversight Committee (BOC) and track changes, accruals, and contingency utilization.
 - Create customized reports and dashboards within EcoSys to visualize budget adherence, forecast accuracy, and key performance indicators (KPIs) for various stakeholders.
 - Presenting budget findings and forecast analysis clearly to management and project teams, highlighting key insights and potential issues.
- 15% (E)
- Reconcile cost management systems data with FI\$Cal reports, collaborating with project managers, financial analysts, and accounting staff to align budgets and forecasts with project objectives.
 - Continuously improving forecasting methodologies and EcoSys configurations to enhance the accuracy and reliability of budget and cost projections.
- 5% (E)
- Create customized reports and dashboards within EcoSys to visualize key performance indicators (KPIs) and present budget findings and forecast analysis to management and project teams.
- 5% (M)
- Performs other job-related duties as required.
 - Minimal travel to attend offsite meetings, trainings, and events.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Knowledge and Abilities

Knowledge of: Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology

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used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures. Design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods.

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams. Query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.

Desirable Qualifications

- Bachelor's degree in accounting or engineering preferred.
- 3 or more years of experience in financial and reporting roles.
- Experience in understanding of data privacy, protection regulations (such as GDPR), and best practices for ensuring data security and integrity.
- Experience with detailed project Work Breakdown Structures and/or Task Orders and NTP's.
- Expert-level data analytics skills.
- Ability to review research and data sets to analyze the information and provide recommendations to management on findings.

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- Experience with contracts.
- Knowledge of and experience in governmental accounting.
- Knowledge of data visualization tools (e.g., Power BI, Tableau) is highly desirable.
- Proficiency in Cost Management System (EcoSys).
- Expert-level Excel skills, including pivot tables, XLOOKUPs, Power Query, analysis, reconciliations, reporting, and the creation of ad hoc reports.
- Experience with FI\$Cal or similar accounting systems (e.g., Hyperion, PeopleSoft).
- Experience and knowledge of financial management systems.
- Experience with database management, data warehousing, and the ability to query, validate, and synthesize data from various sources.
- Excellent analytical, critical thinking, and research skills with a proven ability to solve complex problems.

Supervision Exercised Over Others

This position does not supervise but may act as a lead.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: A set schedule (Monday-Friday, 8am-5pm) is required for this position.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Minimal statewide travel may be required for meetings, trainings, and events.
- d. Other: N/A

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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