



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Research Data Manager	326-420-5740-001
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Research and Data Unit/Pay Data Reporting Program	TBD	M01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
Vacant	Statewide	Stephanie A. Pullés, PhD
POSITION DESCRIPTION		
Under direction of the Workforce Data Officer, the Research Data Manager is responsible for leading core research and data operations for the organization, overseeing data collection, validation, integration, analysis, and dissemination across multiple program areas. This role manages a portfolio of research and data projects, directs a multidisciplinary team, and ensures high-quality, accurate, and timely data products that support enforcement activities, reporting, and strategic decision-making. The Research Data Manager serves as a key advisor on survey methodology, statistical analysis, and data-driven insights, collaborating closely with internal partners and external stakeholders to strengthen data infrastructure, improve program effectiveness, and advance organizational goals. The role also oversees implementation of data governance, modernizes data systems and workflows, and leads development of tools, methods, and standards that improve data quality, accessibility, and security.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<u>Program Operations and Management</u> Lead end-to-end operations for research and data programs, overseeing planning, data collection, validation, integration, and dissemination. Manage project portfolios, establish timelines and milestones, and coordinate cross-functional teams. Develop and refine data collection methods, quality assurance processes, and performance metrics to ensure accuracy, efficiency, and compliance. Review analytical work products—including methodologies, analysis plans, code, and reports—for rigor and precision. Maintain and improve data systems, pipelines, documentation, and databases used for analysis and public release. Prepare datasets and statistical estimates for publication and drive operational improvements through regular assessments and stakeholder collaboration.	
25%	<u>Team Management</u> Lead and coach a multidisciplinary team of research and data professionals. Set priorities, manage workloads, and guide staff in delivering high-quality research, evaluation, and analytic projects. Oversee performance management, professional development, training, recruitment, and other supervisory functions to ensure the team meets program goals and deadlines.	
20%	<u>Stakeholder Engagement and Reporting</u> Serve as a subject matter expert in survey methodology, data analytics, and research translation. Communicate complex findings through clear reports, data products, presentations, and briefings for leadership and stakeholders. Collaborate across departments to identify research needs, support data-driven decision-making, and provide technical guidance on legislative and program impacts. Develop tools and resources to strengthen analytical capacity and support enforcement activities. Engage external partners to advance research and data initiatives.	
15%	<u>Data Strategy and Governance</u>	



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	Drive strategic initiatives to enhance data quality, usability, and value across the organization. Modernize data infrastructure and workflows to improve accessibility, integrity, security, and lifecycle management. Establish and enforce quality and compliance standards for research and data products, ensuring adherence to data governance policies and legal requirements.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Act on behalf of the Workforce Data Officer and perform other duties as appropriate for the classification and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
DESIRABLE QUALIFICATIONS:		
• PhD and/or Master's Degree in a quantitative field, or equivalent applied experience demonstrating a track record of designing, launching, and managing end-to-end data collection pipelines or operational programs. • Minimum of 5 years of experience in research, survey methodology, or data operations, with at least two years in a supervisory role. • Proficiency with R and Python languages for statistical analysis and data processing. • Familiarity with Salesforce databases and data visualization tools. • Strong project management, strategic planning, team leadership, and data governance expertise. • Excellent communication skills.		
TYPICAL WORKING CONDITIONS:		
The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation. • Requires ability to effectively work in a remote environment and complete complex tasks independently and as a team leader. • Requires daily use of a personal computer and related software applications at a workstation. • Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties. • Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day. • Willingness to work irregular hours occasionally. • Requires frequent face-to-face contact with management, staff, and external stakeholders through verbal, written, and digital (e-mail) communication.		
TELEWORK DESIGNATION:		
This position is designated as telework eligible.		
SPECIAL REQUIREMENTS:		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		



Duty Statement

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE