



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-Biz)

POSITION DUTY STATEMENT

Classification Title Research Data Specialist	Unit 103	Name Vacant
Working Title Data Management Specialist	Position Number 373-103-5742-XXX	Effective Date TBD

GENERAL STATEMENT:

The Research Data Specialist (working title - Data Management Specialist) serves under the general direction of the California Film Commission Director, Deputy Director, and Deputy Director of the Film and TV Tax Credit Program. In this role the Research Analyst applies advanced research methodologies and analytical techniques to the data collected as a part of the California Film Commission, including the Film and TV Tax Credit Program permit department and other data sets as needed. This role will need to create processes where few precedents exist or where limited knowledge is available. The incumbent brings a strong understanding of statistical methods and business-intelligence software to support the California Film Commission's tracking and reporting duties.

The Research Data Specialist performs a broad range of research and analytical duties involving complex statistical data. The position conducts research to compile department related data; develops, implements, and monitors automated systems and procedures to assemble, structure, validate, and maintain essential department data. This research work will endeavor to identify relationships and trends to forecast potential risks and improvement opportunities; ensures compliance with performance metrics; and supports changes in state programs or systems. The incumbent may also provide consultative guidance by interpreting analytical models, reports, and program metrics for internal leadership, government agencies, and external stakeholders.

ESSENTIAL FUNCTIONS:

40%	Cross-Functional Program Lead - Interpret and contextualize data models and reports for government agencies, stakeholders, legislators, and internal leadership. - Ensure data transparency or public-facing reports, dashboards, and external communications.
40%	Tax Credit Program Data Management and Analysis

	• Working closely with the Info Tech Specialist 1 and the Program Associate, responsible for designing and maintaining automated data-tracking systems that update in real time as projects are approved, removed, or dropped from the program. • Validate accuracy of quantitative and qualitative data used in press releases, production reports, legislative reports, and stakeholder briefings. • Statutory Reports: An annual report to the Legislature that includes aggregate diversity information for awarded productions and diversity data for the motion picture industry in California, including an assessment of whether the Diversity Workplans were met. • Working closely with the tax team, coordinate data handling for the Safety in Motion Picture Productions Program • Identify industry trends to forecast runaway production and assess the program's competitive position. • Support analysis of performance metrics and propose improvements to program administration.
15%	State Permitting Data Analysis • Collect and analyze statistics on state film permits as well as other filming jurisdictions and provide monthly, quarterly and annual reports. • Cross reference film and tv tax credit projects with permitting requests.
MARGINAL FUNCTIONS:	
5%	• Other duties as assigned including any type of data requests that may be required around potential bills that may impact the resources and capacity for the Film and TV Tax Credit department.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

This position serves under the direction of the California Film Commission Deputy Director and Deputy Director, Film and TV Tax Credit Program

INITIATIVE AND INDEPENDENCE OF ACTION

Rank and File:

The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

Significant errors, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California.

CERTIFICATION

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Printed)	Employee Signature	Date
<i>Employee's Title</i>		

SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor's Printed Name	Supervisor's Signature	Date
<i>Supervisor's Title</i>		

Desired Qualifications

- Bachelor's degree in computer science, data science, statistics, business administration or economics
- Minimum 1 year experience of hands-on experience in data analysis
- Advanced skills in Microsoft Excel and basic data modeling
- Experience with BI platforms such as Microsoft Power BI or Tableau and others
- Ability to synthesize data into reports for internal and external stakeholders
- Intermediate to advanced PowerPoint and presentation capabilities