
Position Details**Classification:**
Research Data Supervisor I**Office:**
Financial**Working Title:**
Cost Team Supervisor**Location:**
Sacramento**Position Number:**
311-320-5734-001**HR Approval Date/Initials:**
09/04/26 MP**CBID/Bargaining
Unit:** S01**Work Week
Group:** E**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under general direction of the Project Financial Director (CEA B), the Research Data Supervisor I (Cost Team Supervisor) serves as a highly skilled working supervisor within the Capitol Cost Section responsible for analyzing, exporting, and mapping cost data from Financial Information System for California (FI\$Cal) to EcoSys (Enterprise Project Performance platform) and preparing budget tables for Business Oversight Committee (BOC) items. The incumbent possesses a high degree of technical knowledge as it related to project budgets and expenditures.

The Cost Team Supervisor must be able to effectively supervise a team of distinct research, analytical, and statistical staff; manage multiple priorities; and possess strong analytical, leadership, interpersonal and written/oral communication skills. The Cost Team Supervisor may be required to work with and be exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. The Cost Team Supervisor must conduct business in a professional and service-oriented manner and while representing the Department; establishes and builds rapport through open communication; promotes teamwork and cross-function collaboration and communication in support of High-Speed Rail Authority (Authority) strategic goals and demonstrates principles of completed staff work.

DutiesPercentage
Essential (E)/Marginal (M)

- 40% (E)
- Plans, organizes and directs the work activities of staff to provide quality research, statistical analyses, accurate allocation and expenditure of project commitments, preparation and system input of monthly budget tables for BOC items and staff work by utilizing effective management skill/tools (e.g. communication, project

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management, workload tracking/monitoring, staff development, etc.) daily. This includes providing direction and feedback to staff to ensure uniformity in the completed staff work.

- Reviews and approves all research studies, reports, budget tables, and statistical data analyses prepared by staff to ensure accuracy, completeness, and adherence to Authority standards before submission to management or the BOC.
- Manages staff performance by establishing clear goals, conducting performance evaluations, and addressing any performance-related issues.
- Organizes and assigns work, monitors progress and manages deadlines to ensure timely and accurate completion of all team duties.

25% (E)

- Leads high-level analytical studies and research initiatives to identify broader trends, risks, and deviations across multiple projects. Synthesizes complex data findings and statistical analyses into strategic recommendations for executive management.
- Evaluates current cost management methodologies and data systems (e.g., FI\$Cal, EcoSys). Develops and implements new processes and configurations to enhance efficiency, accuracy, and reporting capabilities.
- Acts as a primary liaison with executive staff, project managers, and finance teams to ensure that cost management activities align with organizational goals and objectives.

20% (E)

- Oversees the monthly reconciliation process between the cost management system and official financial reports (FI\$Cal).
- Ensures that all budget changes, accruals, and burn rates are properly documented and reflected. Interprets and implements financial and accounting policies, ensuring that the team's work adheres to all state and Authority regulations.

10% (E)

- Facilitates team meetings, fosters a collaborative work environment, and ensures effective communication within the team and with other departments.

5% (M)

- Mentors staff in their professional development.
- Performs other related supervisory and administrative duties as required, including attending meetings and training sessions.

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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: N/A

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 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, and supervisory principles, practices, and techniques to oversee the work activities of employees to ensure the unit operates; departmental policies and regulations regarding confidentiality; applicable laws;; public administration, including management and supportive staff services such as budget, personnel, program planning and evaluation, program management, or related areas; employee supervision, development, evaluation and training; governmental functions and organization at the state and local level as they affect departmental research functions; problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments; leadership principles and methods to motivate and maintain the productivity of work unit staff members in accomplishing program objectives; a supervisor's and manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment; and of personnel management, supervision, and training.

Ability to: Research, gather, compile, plan and carry out large scale research and data projects; prepare and present reports and data models; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers, mainframes and/or desktop computers; design

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and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion; provide technical assistance to professional personnel; establish and maintain cooperative relationships with others, and with stakeholders; communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues, and plan, organize and manage a research function; review and edit written reports; use interdisciplinary teams effectively in the conduct of studies; manage workload and assignments of others in order to meet work unit and project objectives and deadlines; objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action; delegate work to staff to ensure work projects are completed on time and within budget; review the work of subordinate staff and provide constructive feedback from the perspective of a supervisor; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Desirable Qualifications

- Bachelor's degree in accounting or engineering preferred.
- 5 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.
- Knowledge of and experience in governmental accounting.
- Advanced knowledge of statistical software (e.g., SAS, R, SPSS) and data visualization tools (e.g., Power BI, Tableau) is highly desirable.
- Proficiency in financial management systems including 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 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.
- The capacity to identify issues, reason logically and creatively, and develop effective solutions for complex research and data-related problems.
- Familiarity with financial reporting related to transportation projects.

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- Experience directing and/or managing staff responsible for data driven analytical and statistical analysis.

Supervision Exercised Over Others

The incumbent manages a Research Data Specialist I and a Research Data Analyst II classifications.

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

This position is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. 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, multi-task, 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: Infrequent 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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