

DUTY STATEMENT

Classification Title Research Data Specialist III	Agency California Government Operations Agency
Working Title Research Data Specialist III	Office/Unit/Section Office of the Secretary
Position Number 337-100-5770-900	Effective Date
Name	Date Prepared 8/26/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. GovOps oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$Cal, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council (CEIC), Office of Civil Rights (OCR).

Under the general direction of the Secretary and Undersecretary of the Government Operations Agency, the Research Data Specialist III (RDS III) independently performs complex data analysis and analytical studies in support of GovOps oversight of government programs across its departments, boards, and offices. Working closely with the Secretary, Undersecretary, and Deputy Secretaries, the RDS III analyzes statewide initiatives such as procurement reform, state budgets, program modernization, and operational efficiency; identifies program and policy insights; and presents findings and recommendations to executive stakeholders. The RDS III serves as a data and analytics subject expert, prepares analysis for executive and external reporting, and advances data-informed decision-making across GovOps. This position works independently and does not supervise or serve in a lead capacity over other staff.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

Job Functions

50% (E) Complex Data Analysis and Executive Reporting

Utilizes advanced research methods and data analytics tools to complete complex and/or sensitive analyses of government programs and statewide initiatives for the Secretary, Undersecretary, and Deputy Secretaries. Develops customized data analytics, dashboards, and visuals that summarize and present insights for recurring and ad hoc executive assignments, and translates complex program and operational data into clear, actionable recommendations.

25% (E) Analytical Studies and Program Evaluation

Independently performs analytical studies and statistical work on initiatives such as procurement reform, state budgets, program modernization, and operational efficiency across GovOps departments, boards, and offices.

Analyzes program, operational, and performance data; prepares summary reports and statistical analysis for the executive team and external stakeholders; and establishes and evaluates performance measures to support program reform.

20% (E) Complex and/or Sensitive Special Projects

Conducts complex and/or sensitive special projects at the direction of GovOps executives. Uses Structured Query Language (SQL), PowerBI, Python, and/or other programming languages and data analytics tools to execute queries and retrieve and analyze large, cross-department datasets in support of the Administration's priorities and GovOps strategic goals.

5% (M) Other Duties as Assigned

As needed, conducts a variety of complex and/or sensitive special projects or studies.

Significant Interactions With

The Secretary, Undersecretary, and Deputy Secretaries of the Government Operations Agency; other GovOps executives; and program, data, and executive staff within GovOps departments, boards, and offices.

Interactions with external stakeholders and control agencies occur in connection with program analysis and reporting.

Reporting Relationships

The Research Data Specialist III reports directly to and receives assignments from the Secretary and Undersecretary of the Government Operations Agency and works closely with the Deputy Secretaries. This position works independently and does not serve in a lead or supervisory capacity.

Supervision Exercised

None.

Required Skills and Working Conditions

- Proficiently use a personal computer, including various statistical and data visualization software packages, such as Python, SQL, Excel, and PowerBI.
- Ability to operate standard office equipment such as, but not limited to, a personal computer, copier, facsimile, and imaging equipment.
- Work in a standard office environment with artificial lighting and controlled temperature.
- Requires being in a stationary position, consistent with office work, for extended periods of time, and daily use of a personal computer, office equipment, and/or telephone.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors at the employee's designated work location in Sacramento, California, which is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required periodically to attend meetings and/or training. This position is eligible for telework in accordance with an approved Telework Schedule (STD. 200). GovOps reserves the right to modify or revoke telework availability at any time should operational or business needs change.

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 Personnel analyst.)

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

Employee Signature	Employee Printed Name	Date

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