



Classification: Research Data Specialist II
Position Number: 880-402-5758-001

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-402-041	Classification Title: Research Data Specialist II	Position Number: 880-402-5758-001
Incumbent Name: Vacant	Working Title: Research Data Specialist II	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Drinking Water / Resiliency and Data Branch		Section/Unit: Quality Assurance Section / Data Support Unit
Supervisor's Name: Wendy Killou		Supervisor's Classification: Senior Environmental Scientist (Supervisory)

Human Resources Use Only:

HR Analyst Approval:  **Date:** 09/17/2026

General Statement

Under the general direction of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

The Research Data Specialist II (RDS II) is responsible for providing timely and professional support. The RDS II is expected to be courteous and provide timely responses to internal/external stakeholders, follow through on commitments, solicit and consider internal/external stakeholder input when completing work assignments, implement engineering methods and protocols with assigned projects, and work independently and in coordination with the Data Support Unit Senior Environmental Scientist (Supervisory) and other State Water Resources Control Board staff.

Essential Functions (Including percentage of time):

45%	Collaborate with and assist stakeholders gathering, creating, modifying, and/or verifying GIS data related to public water system service area boundaries. Provide technical and analytical support to users of the Division's databases. Assist with the maintenance and/or updating of the Division's databases, internal and external webpages, and other document repositories.
15%	Support Quality Assurance Section needs through data collection and tracking, data quality review, and data analysis related to the Safe Drinking Water Act, statutes, regulations, legislative requirements, board directives, and other requirements. Collaborate extensively with Water Board staff, other state and local agencies, stakeholders and the public. Collect and publish data online supporting web accessibility and open data requirements, ensuring data is publicly available, reliable, and useful for the Water Board and stakeholders.
10%	Conduct detailed evaluations of drinking water data derived from multiple data sources including the electronic Annual Report (eAR), the Safe Drinking Water Information System (SDWIS), Water Quality Inquiry (WQI), SAFER Clearinghouse, and other applicable databases to establish processes to improve the accuracy of the data and publication of the data, identify relationships and trends for development of visualizations to meet internal and external information needs, and identify opportunities to improve the quality of the data. Provide technical assistance to Division and Water Board staff in the use and evaluation of drinking water data. Support the streamlining of water data reported to the state. Identify drinking water reporting requirements shared by both the Water Board and other agencies and make publicly available data used for planning, regulatory, or other purposes. Analyze opportunities for more efficient publication of drinking water data and how the Division can integrate various data sets in a publicly accessible location according to the principles and requirements of the Open and Transparent Water Data Act.
10%	Support the development, maintenance, and testing of new and existing data and information collection systems. Create visually appealing website content. Document procedures to support consistency and shared knowledge. Coordinate and facilitate the envisioning, development, implementation, and maintenance of databases and data collection needs. Assist in the conceptual development of tools and applications to support Division needs. Support the development of various data systems for the collection and maintenance of tracking data.
5%	Provide expert, scientific, and technical support to the Resiliency and Data Branch, including data analysis, integration, and quality assurance and control. Conduct complex quantitative and qualitative data-driven research and statistical analysis to ensure information needs are met. Participate in and support technical tasks with internal and external teams. Participate in internal and external committees and workgroups to support the duties assigned and ensure transparency and data accessibility for the public. Conduct special studies, make presentations, prepare reports, and undertake other technical work as directed.



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Marginal Functions (Including percentage of time):	
10%	Provide administrative customer service to internal and external stakeholders. Support the creation and maintenance of guidance documents, procedure documents, and training materials. Provide training events assisting stakeholders with reporting requirements ensuring accurate data submission. Provide technical assistance to individuals and groups of stakeholders by answering a variety of inquiries in a timely manner. Categorize the inquiries for reporting to management and implement improvements to the reports and/or training provided.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to work at a desk, use a phone and a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds.	
Typical Working Conditions:	
The incumbent works on the 17th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evenings and weekends, may be necessary when the Division is mission tasked. Travel may be required locally and within the state.	

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 a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date