

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Research Data Analyst II	OEWS Survey Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	280-307-5731-768
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Occupational Survey Group	David Garcia
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Labor Market Information Division	Research Data Supervisor I
BRANCH:	REVISION DATE:
Labor Data and Compliance Branch	8/11/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Off-site travel may be required to attend conferences, meetings, and presentations. Telephone contact with survey respondents may be required to obtain additional information for the Occupational Employment and Wage Survey Questionnaire.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions) Under the general supervision of the Research Data Supervisor I, performs a variety of journey-level duties both independently and as a member of a team to conduct the Occupational Employment and Wage Statistics (OEWS) survey and to develop and analyze OEWS data for customers. The OEWS Research Data Analyst II performs the more complex research, data gathering, employer outreach, report analysis, data processing, and statistical work relying on proven techniques and methodologies to provide accurate, timely, and statistically valid statewide occupational employment and wage data. In addition, the incumbent conducts technical data processing aspects of the survey including running SAS files and SQL queries to process useful reports and tools for the OEWS program.	
Percentage of Duties	Essential Functions

Civil Service Classification

Research Data Analyst II

Position Number

280-307-5731-768

35%	Reviews the completed OEWS survey forms to insure completeness. Takes the lead role in the OEWS Unit to analyze the information being returned on the more complex survey forms to evaluate the accuracy of the data and determine if additional information or adjustments are required. Verifies employer industry classifications and assigns Standard Occupational Classification (SOC) codes to the occupations reported. Makes adjustments to survey schedule or survey universe data as needed, utilizing good judgment and following standards and procedures provided by the Bureau of Labor Statistics (BLS) and the Employment Development Department (EDD). Examines and interprets all forms of occupational data, such as computer printouts and Internet Data Collection Facility files, and translates the data into a form usable for the survey. As the lead reviewer, consistently produces error free documents which pass the editing process. As a final reviewer, checks documents initially reviewed by analysts and technicians to detect errors missed in initial review and accept final quality assurance assessments. Compares occupational data contained on survey forms with industry staffing patterns to discern discrepancies which require clarification or additional information from survey respondents. Develops a working knowledge of the Occupation and Wage Data Network (OWDN), and the ability to access Accounting and Compliance Enterprise System (ACES), UI Single Client Database (SCDB), and the Quarterly Census of Employment and Wages (QCEW) processing system to obtain information required to determine accuracy of data contained on the survey forms. Uses various reference tools available to the OEWS staff such as the State OEWS Manual, the SOC Dictionary and Crosswalk, the North American Industry Classification System (NAICS) Manual, and various supplementary coding sheets and directives as a resource when necessary. Demonstrates the ability to support the accuracy of all decisions with citations and/or other information contained in manuals and other publications. Receives guidance from a Research Data Supervisor I and/or the Research Data Specialist on difficult survey questions. Prioritizes segments of assignments and meets deadlines while maintaining quality in work assigned. Ensures data confidentiality and integrity.
25%	Contacts survey respondents by telephone, email, or using original correspondence to: 1.) obtain cooperation in completing the OEWS survey questionnaire; 2.) obtain survey information in a format other than the survey questionnaire, such as computer printouts or electronic submission; 3.) obtain survey information directly when the survey member is unwilling to complete the survey questionnaire; and 4.) obtain information needed to resolve problems related to data received from survey respondents. Answers respondent questions related to survey methodology and procedures. Provides information relating to other Labor Market Information Division (LMID) programs and publications. Possesses a good working knowledge of the OEWS Program and is familiar with other LMID and EDD programs. Must be courteous and professional when interacting with survey respondents, customers, and stakeholders.
25%	Conducts Address Refinement by identifying inadequate or incorrect establishment names and addresses of survey members and determines correct company names and contact persons, addresses, and telephone numbers, following BLS standards and suggested procedures and using provided resources. Prepares survey materials for mailing and in some cases completes the manual mailing process. Will be responsible for the analysis of system-generated occupational and wage estimates documents. Assists with Benchmark review and adjustments while matching sampled employer records with the universe file (QCEW) to insure data integrity. Will become proficient with the OWDN database tables and structure to use SQL queries, identify records with questionable data, and to research historical survey data to evaluate occupational estimates. Must complete work in a timely manner.
10%	Conducts technical data processing aspects of the survey including running SAS files and matching sample industry, area, and administrative information with the QCEW universe file to evaluate size of sample and specific industry size based on volume of the QCEW file, desired relative error, default limit, and comparison with previous survey panel data. Uses SQL to run

	queries in the OWDN Metabase software to process useful reports and tools for the OEWS program. Coordinates deliverables with the BLS program staff.	
Percentage of Duties	Marginal Functions	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%		Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%		Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Not Applicable - activity does not exist		Bending/Stooping: Occasionally - activity occurs < 33%
Other: Off-site travel may be required to attend conferences, meetings, and presentations. Telephone contact with survey respondents may be required to obtain additional information for the Occupational Employment and Wage Survey Questionnaire.		
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: telework		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	CPG Analyst Initials	Date Approved
	JMB	10/7/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		

Civil Service Classification

Research Data Analyst II

Position Number

280-307-5731-768

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

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Research Data Analyst I	OEWS Survey Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	280-307-5729-768
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Occupational Survey Group	David Garcia
DIVISION:	SUPERVISOR'S CLASSIFICATION:
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Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Off-site travel may be required to attend conferences, meetings, and presentations. Telephone contact with survey respondents may be required to obtain additional information for the Occupational Employment and Wage Survey Questionnaire.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direct supervision of the Research Data Supervisor I, the incumbent performs the less complex duties under the consultation of a lead analyst and as a member of a team to conduct the Occupational Employment and Wage Statistics (OEWS) survey. In a learning and development capacity, the OEWS Survey Analyst performs basic research, data gathering, employer outreach, report analysis, data processing, and statistical work relying on proven techniques and methodologies to provide accurate, timely, and statistically valid statewide occupational employment and wage data.	
Percentage of Duties	Essential Functions
40%	With a lead analyst or manager providing on the job training, reviews completed OEWS survey forms to analyze the information that the forms contain to ensure the accuracy of the data and

	determine if additional information or adjustment is required. Verifies employer industry classifications and assigns Standard Occupational Classification (SOC) codes to the occupations reported. Learns to make adjustments to survey schedule or survey universe data as needed, utilizing judgment and following Bureau of Labor Statistics (BLS) standards, methodologies, and procedures. Learns to examine and interpret all forms of occupational data, such as computer printouts and Internet Data Collection Facility files, and translates the data into a form usable for the survey. Evaluates documents reviewed by program technicians to detect errors missed in initial review and accepts final quality assurance assessments. Compares occupational data contained on survey forms with industry staffing patterns to discern discrepancies which require clarification or additional information from survey respondents. Develops a working knowledge of the Occupation and Wage Data Network (OWDN), and the ability to access Accounting and Compliance Enterprise System (ACES), UI Single Client Database (SCDB), and the Quarterly Census of Employment and Wages (QCEW) processing system. Uses various reference tools available to the OEWS staff such as the State OEWS Manual, the SOC Dictionary and Crosswalk, the North American Industry Classification System (NAICS) Manual, and various supplementary coding sheets and directives as a resource when necessary. Will receive guidance from a lead Research Data Analyst II or the Research Data Supervisor on difficult survey questions. Prioritizes segments of assignments and meets deadlines while maintaining quality in work assigned. Ensures data confidentiality and integrity.	
40%	Contacts survey respondents by telephone, email, or using original correspondence to: 1.) obtain cooperation in completing the OEWS survey questionnaire; 2.) obtain survey information in a format other than the survey questionnaire, such as computer printouts or electronic submission; 3.) obtain survey information directly when the survey member is unable or unwilling to complete the survey questionnaire; and 4.) obtain information needed to resolve problems related to data received from survey respondents. Answers respondent questions related to survey methodology and procedures. Must be courteous and professional when interacting with survey respondents.	
15%	Conducts Address Refinement by identifying inadequate or incorrect establishment names and addresses of survey members and determines correct or updated company names, contact persons, addresses, telephone numbers, and email addresses, following BLS standards and suggested procedures and using returned pre-notification letters and other provided resources. Completes work in a timely manner.	
Percentage of Duties	Marginal Functions	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%		Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%		Temperature: Temperature Controlled Office Environment
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Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other: Click here to enter text.		

Interaction with Customers:

- ☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

- ☒ Duties meet class specification and allocation guidelines.
☐ Exceptional allocation, STD-625 on file.

CPG Analyst Initials

JMB

Date Approved

10/7/2026

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

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