



POSITION DUTY STATEMENT

California Student Aid Commission
State of California

☐ Current

☒ Proposed

Date Revised

Date: September 28, 2026	Name of Incumbent: Vacant
Civil Service Title: Research Data Specialist I	Position Number: 270-732-5742-XXX
Working or Job Title: Research Data Specialist I	Division/Unit: RAPID/Data, Analysis, and Research Team
Supervisor's Civil Service Title: Career Executive Assignment, B	Location: Rancho Cordova
Supervisor's Working Title: Deputy Director of Research, Analysis, and Program Innovation	Work Hours/Shift: Limited Term/Full Time
Conflict of Interest Disclosure Position: ☐ Yes ☒ No	License or Other Requirement: N/A
Bilingual Position (Specify Language): ☐ Yes _____ ☒ No	Public Contact Position: ☐ Yes ☒ No

Supervision Exercised:

N/A

This role is critical to accomplishing [CSAC's established goals](#) to advance equitable student access, support and success and you are a valued member of the California Student Aid Commission's (CSAC) team. You are expected to work cooperatively with team members and others to enable CSAC to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

CSAC MISSION STATEMENT

CSAC is the principal state agency responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Its central mission is to make education beyond high school financially accessible to all Californians.

PROGRAM INFORMATION

The Research, Analysis, Program Innovation Division (RAPID) is responsible for leveraging actionable data for program implementation, evaluation and innovation.

Within RAPID, the Data, Analysis, and Research Team (DART) is responsible for data management and reporting, research and special studies, Cal Grant projections, statistical analysis, and legislatively mandated reports. The staff is annually responsible for the development of the Cal Grant projections, income and asset ceilings, and Student Expense Budgets. The Specialized Programs Unit exists to support the Commission's stakeholders through customer service and operations. The Specialized Programs Unit focuses on the service of internal and external customers through training, operations, customer service, and project work around institution issues and specialized programs.

SUMMARY STATEMENT	
Under the general direction of the Director of Research, Analysis, and Program Innovation, the Research Data Specialist I (RDS I) will conduct research and quantitative analysis; serve as the point of contact for the analysis of program-level data for the Workforce Pell program; and respond to both internal and external data requests regarding the Workforce Pell program. Incumbent will assess proposed legislative changes and model impacts to program administration and agency resources and will interact directly with a wide range of stakeholders. The incumbent has the ability to speak and write effectively; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems.	
ESSENTIAL FUNCTIONS (E) – MARGINAL FUNCTIONS (M)	
%	Job Descriptions
40% (E)	Organize, clean, and analyze uploaded data for program eligibility evaluation. Develop procedures to ensure consistent data analysis, working with the Office of Cradle-to-Career to ensure complementary design. Work with the Office of Cradle-to-Career to validate program-level data received from institutions. Compile data analysis and submit to the Programs unit to include with the institution's application.
30% (E)	Serve as CSAC's subject matter expert on the program data requirements for Workforce Pell eligibility. Provide assistance to institutions requiring technical assistance to prepare data for upload. Respond to institution's questions on data definitions, field formats, file formats, and upload.
15% (E)	Document the data validation process for the legislative report. Support the development and publication of the new report on Workforce Pell outcomes. Collaborate with other divisions to ensure that the report meets the requirements set by the Workforce Pell statute.
10% (E)	Finalize specifications for program-level data for institutions to follow for upload. Consult with the Office of Cradle-to-Career on specifications for both student-level and program-level data to ensure complementary design to minimize institutional burden from duplicative efforts. Update specifications as needed given new legislative or regulatory requirements.
5% (M)	Performs other job-related duties as assigned, consistent with the classification specifications of the RDS I classification and in support of the Agency's mission and organizational initiatives. This includes contributing to special projects cross-divisionally that support vision driven goals.
IMPACT AND CONSEQUENCE OF ERROR	
Significant policy misinterpretation reflects poorly on the incumbent, team members and the agency, and diminishes credibility with key stakeholders.	
PROFESSIONAL CONTACTS	
- Frequent contact with CSAC staff at all levels. - Frequent contact with other state agencies and various levels of government. - Frequent contact with the public.	

OTHER SPECIAL EXPECTATIONS

- Works independently and exhibit proactive behavior with limited supervision or instruction.
- Effectively collaborates with others as a member of a team.
- Strong oral and written communication skills, particularly in the areas of presentation and facilitation.
- Strong analytical, organizational, presentation, and research skills, utilizing search engines and web/internet tools.
- Positive attitude, open-mindedness, flexibility, tact, and confidentiality.
- Commitment to providing high-quality service that exceeds expectations.
- Focused attention to detail and ensures follow-through.
- Ability to multitask and prioritize, while adhering to deadlines, and adapting to shifting priorities in a collaborative fashion.
- Effectively use professional judgment on sensitive or confidential circumstances and handles information with discretion and professionalism.
- Maintains good attendance and punctuality record.
- Consistently demonstrates a high level of initiative and sound judgment.
- Assess a situation and implements an appropriate and efficient plan of action.
- Proficient in computer technology such as Microsoft Word, Outlook, Excel, and PowerPoint, and various software programs.
- Effectively communicates information with confidence and politeness while utilizing concise and clear language within a diverse community.
- Willing to work outside regular business hours, as needed.
- Effectively utilizes division and CSAC technology and data tools with technical proficiency.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENT

Alternatives will be provided for those who are unable to perform the essential functions of the job due to the disability covered under the ADA.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

- Exposure to computer screens and other basic office equipment.
- Work in a climate-controlled office environment, open office space with artificial lighting.
- Attend meetings in designated conference rooms and be willing to travel to off-site locations.
- Current residency in the State of California is required. This position's location is designated in Rancho Cordova, CA and may be eligible for hybrid teleworking. The amount of telework is at the discretion of the Department and based on the CSAC's current telework policy. While CSAC supports telework, regular in-person attendance will be required at CSAC's Rancho Cordova location based on operational needs. Teleworking from outside the State of California is strictly prohibited.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA). If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.

Employee Signature

Date

SUPERVISOR 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 Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional Allocation, form 625 on file.

HR Analyst Initials

SO

Date Approved

10/12/2026

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