



DUTY STATEMENT

PR LOG #: FR 26-329

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Research Data Specialist II				CDS Data Specialist	
BRANCH					
Information and Technology					
DIVISION				OFFICE	
Educational Data Management				CBEDS/CDS Support Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	E	2447	174-550-5758-005	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general direction of the Research Data Supervisor II in the CBEDS/CDS Support Office of the Educational Data Management Division, the Research Data Specialist II (RDS II) serves as the prime resource and subject matter expert for the Department's authoritative source for tracking and managing Directory data on local educational agencies (LEAs) and schools. The RDS II conducts data management and system support activities, performs complex data analysis, compilation, and quality assurances, leads data collection design and implementation, and provides consultative advice, communication, and support regarding the use, access, and management of Directory and office data.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to the Research Data Supervisor II of the CBEDS/CDS Support Office.					
SUPERVISORY RESPONSIBILITIES					
None					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computer, mouse, dual computer monitors, and printers. Office is located in a high rise building.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 35%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Management and System Support**

Processes Directory updates and CDS (county-district-school) code applications for inclusion in the CDS database, ensuring data is complete, accurate, and adheres to statutory and Department guidelines. Collects and manages data regarding district reorganizations, changes in authorizers, and the establishment of new districts. Facilitates changes to the CDS database design to accommodate new data elements and values, ensure data quality, and process data updates. Ensures database updates from other sources (charters, private schools, etc.) accurately persist to the database and resolves any identified data discrepancies.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Analysis and Reporting**

Develops and maintains (SQL) data queries to conduct data analysis, data quality assurances, and identify relationships and trends to forecast risks, investigate and resolve program issues, and identify potential policy issues regarding Directory data. Performs complex data analysis and compiles data from various sources to produce data files, reports, charts, graphs, geographical representations, and other forms of data visualization in response to ad-hoc research and reporting requests. Supports the federal directory submission process by verifying data and responding to data questions. Researches data anomalies and works with LEAs to verify and resolve data inaccuracies.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Collection Design and Implementation**

Participates in the design, direction, and implementation of complex research projects regarding Directory data. Analyzes and evaluates the impact of changes to existing systems, programs, procedures, business processes, and/or policies and recommends solutions and improvement opportunities. Translates relative legislative mandates and departmental policy into data collection/reporting requirements and defines and creates new data models and visualizations to ensure compliance and to support change in state programs and systems. Leads and conducts software application testing efforts and develops test plans and scripts to ensure systems are designed per specifications and meet data collection needs.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Consultation and Communication Serves as prime subject matter expert for tracking and managing Directory data and provides expert consultative advice and support regarding the use and access to Directory data. Responds to CDS and Directory inquiries and provides consultative advice to LEA staff regarding the submission of CDS code applications and updates to Directory data. Collaborates with program staff and stakeholders to facilitate the formation of procedures, guidelines, definitions, and code sets/values to support the administration of CDS codes and the maintenance and quality of Directory data. Keeps department program staff, district/school personnel, and stakeholders apprised of Directory updates and provides expert consultation on the feasibility impact of Directory data changes and proposals to the department and other organizations. Develops and conducts Directory related training, participates in CDS related stakeholder meetings/ events, and maintains program web page content.		

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Administrative Duties Facilitates and participates in project and staff meetings. Keeps supervisor apprised of status of projects, data collections, and potential issues. Mentors staff, assists other staff with critical projects as needed, and performs other job-related duties as required.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; fully complete assignments in a timely and efficient manner and at times expeditiously due to the nature of data requests; and, adhere to departmental policies and procedures. A working experience in SQL is required. Experience managing unique identifiers and complex data is preferred.

PERSONAL CONTACTS

The incumbent will have contact with external agencies, public groups, Executive Directors, Managers and Administrators, and Employees of CDE.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

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Copies - Employee and Supervisor



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TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general direction of the Research Data Supervisor II in the CBEDS/CDS Support Office of the Educational Data Management Division, the Research Data Specialist I (RDS I) serves as the subject matter expert for the Department's authoritative source for tracking and managing Directory data on local educational agencies (LEAs) and schools. The RDS I conducts data management and system support activities, performs complex data analysis, compilation, and quality assurances, coordinates data collection design and implementation, and provides consultative advice, communication, and support regarding the use, access, and management of Directory and office data.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to the Research Data Supervisor II of the CBEDS/CDS Support Office.					
SUPERVISORY RESPONSIBILITIES					
None					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
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ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 35

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Management and System Support**

Processes Directory updates and CDS (county-district-school) code applications for inclusion in the CDS database, ensuring data is complete, accurate, and adheres to requirements and guidelines. Collects and manages data regarding district reorganizations, changes in authorizers, and the establishment of new districts. Facilitates changes to the CDS database design to accommodate new data elements and values, ensure data quality, and process data updates. Ensures database updates from other sources (charters, private schools, etc.) accurately persist to the database and resolves any identified data discrepancies.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Analysis and Reporting**

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Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Collection Design and Implementation**

Participates in the design, direction, and implementation of complex research projects regarding Directory data. Analyzes and evaluates the impact of changes to existing systems, programs, procedures, and/or business processes, and recommends solutions and improvement opportunities. Identify required data, information, materials, and resources needed to meet Directory collection and reporting needs. Prepares and presents data models and reports to ensure compliance and to support change in state programs and systems. Leads and conducts software application testing efforts and develops test plans and scripts to ensure systems are designed per specifications and meet data collection needs.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Consultation and Communication Serves as subject matter expert for tracking and managing Directory data and provides consultative advice and support regarding the use and access to Directory data. Responds to CDS and Directory inquiries and provides consultative advice to LEA staff regarding the submission of CDS code applications and updates to Directory data. Collaborates with program staff and stakeholders to facilitate the formation of procedures, guidelines, definitions, and code sets/values to support the administration of CDS codes and the maintenance and quality of Directory data. Keeps department program staff, district/school personnel, and stakeholders apprised of Directory updates. Develops and conducts Directory related training, participates in CDS related stakeholder meetings/events, and maintains program web page content.		

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Administrative Duties Facilitates and participates in project and staff meetings. Keeps supervisor apprised of status of projects, data collections, and potential issues. Assists other staff with critical projects as needed, and performs other job-related duties as required.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

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