Position Duty Statement

Date: September 30, 2026	**Name of Incumbent:** VACANT
Civil Service Title: Research Data Specialist I	**Position Number:** 364-550-5742-001
Working or Job Title: Research Data Specialist I	**Division/Unit:** Research, Analytics, & Data (RAD)
Supervisor's Civil Service Title: Research Data Manager	**Location:** Sacramento
Supervisor's Working Title: Director of Research	**Work Hours/Shift:** 8am to 5pm, Monday to Friday
Conflict of Interest Disclosure Category: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ N/A	**License or Other Requirement:** N/A

Supervises:
N/A

You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency 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.

Program Identification:

The Research, Analytics, and Data is responsible for the development, implementation, and support of various public-facing and internal facing efforts to provide research and data; the evaluation of programs and policies that identify practices to increase student success; and the response to internal and external ad hoc and programmatic requests for information. The unit is responsible for understanding traditional and non-traditional student pathways within and across colleges (and districts), analyzes and compares progress and completion of various student populations, and identifies factors that contribute to improving student success, institutional performance, and meeting statewide goals.

Summary Statement:

Under general direction of the Director of Research, the Research Data Specialist (RDS) I supports the design and analysis of research assignments and projects with varying levels of complexity, including, but not limited to policy and literature reviews as well as the organization and analysis needed to support annual reporting of statewide accountability and institutional effectiveness measures for the California Community Colleges. The RDS I will act as a junior analyst and resource of student and institutional data and information around student access, success, completion, post-completion outcomes, and other relevant system operations.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
40% (E)	Analyze data and share results for progress monitoring and from accountability systems, relevant data portals, and other internal research or data analysis with division administrators and agency executives to determine student outcomes and institutional effectiveness. This includes analyzing results from statistical operations using statistical and data mining software, providing thorough documentation of methodological decision-making by internal and external partners, and presenting information in tables, figures and graphs using MS Excel, PowerPoint and other data visualization software programs.

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20% (E)	Assist in the development and implementation of accountability systems and institutional effectiveness frameworks for the California Community Colleges and Chancellor's Office. This includes, but is not limited to support for designing, documenting, managing, evaluating, and improving appropriate performance metrics for progress monitoring as well as accountability dashboards and other data portals. It also includes coordinating with the Digital Innovation and Infrastructure Division on the integrity and harmonization of data and metrics across all system uses, and providing technical support, training, and assistance to other Chancellor's Office staff in understanding and communicating their effective operation and use.
15% (E)	Assist in the design, writing and production of reports related to system-wide progress monitoring, accountability and institutional effectiveness findings, recommendations, and strategies that effectively and efficiently convey the data request or study results in manner that is accessible to multiple audiences (e.g., Chancellor's Office staff, institutional researchers, college administrators, faculty, and state policymakers). This includes accompanying oral presentation and discussion of findings to internal and external groups for evaluation purposes and policy implications.
15% (M)	Provide clarification and technical assistance to Chancellor's Office staff, colleges and districts, primarily, but not exclusively, to institutional researchers, related to accountability systems and institutional effectiveness frameworks, dashboards or portals, and other aspects of system-wide research and data activities. This includes support for management, tracking, and resolution development of internal and external data or MOU requests as well as monitoring research related list-serves and the research@cccco.edu email account.
5% (M)	Monitor educational research through networks, publications, and conferences to remain current on research methodologies and recent trends related to accountability systems and institutional effectiveness frameworks.
5% (M)	Other duties as assigned.

IMPACT AND CONSEQUENCE OF ERROR:

- Error in design, documentation, analysis or reporting of results could affect policy decisions at the state or local level resulting in ineffective or inappropriate policies related to the implementation of new or revised academic programs or student support services or incorrect provision of funds to institutions.

PROFESSIONAL CONTACTS:

- Daily contact with CCCCO staff at all levels
- Frequent contact with institutional researchers at the colleges and districts, including those institutional researchers classified as administrators.
- Occasional contact with faculty at the colleges and districts, including faculty representatives and organizations, college and district executive and academic leaders and representative organizations, academic and policy researchers and organizations, and other system-wide and statewide stakeholders.

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SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and consistently take initiative with moderate guidance or direction.
- Ability to work collaboratively as a team member.
- Strong oral and written communication skills especially presentation and facilitation capabilities.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Ability to multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Good attendance and punctuality.
- Provide backup to other staff during absences.
- Working proficiency in a variety of statistical, database, and data mining software applications.
- Communicate confidently and courteously in a clear and concise manner within a diverse community.
- Proficient with the Microsoft Office Suite and other software programs.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Work in a climate-controlled, open office environment under artificial lighting.
- Ability to operate a computer station for extended periods of time
- Ability to community clearly and concisely to a diverse audience
- Exposure to computer screens and other basic office equipment.
- Periodic in-state overnight travel may be required as needed.
- Periodic public speaking is required.
- Hybrid work environment provided.

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:**

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:**