California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #: FR 26-346

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Research Data Specialist II	Research Data Specialist II

BRANCH
Information & Technology Branch

DIVISION	OFFICE
Analysis, Measurement & Accountability Reporting Div	Data Visualization and Insight Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	E	0293	174-530-5758-011	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	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Education Research and Evaluation Administrator I (EREA I) of the Data Visualization and Insight Office, the Research Data Specialist II (RDS II) is responsible for independently organizing and managing complex research analysis and reporting projects using Transitional Kindergarten through grade 12 data exported from student-level data systems, such as from California Longitudinal Pupil Achievement Data System (CALPADS), California Basic Educational Data System (CBEDS), and the California Department of Education's (CDE's) Structured Query Language (SQL) server and data warehouse, to support a wide-range of data requests from policy makers, administration, and outside agencies. The RDS II will also process and compile data files, conduct data quality checks, and support the production of communication materials that includes data visualizations to tell the data story.

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 EREA I in the Data Visualization and Insight Office.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

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 computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. Core business hours are Monday through Friday, 8 am to 5 pm.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50% ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Data Analysis, Database Design and Development, and Fulfillment of Data Requests: Use statistical or data-querying software (such as Microsoft SQL) to independently manipulate, compile, and analyze statewide datasets from CALPADS, CBEDS, along with data stored in the CDE's data warehouse, to meet a wide scope of data requests from multiple sources (e.g., CDE staff and senior management, the Legislature, Department of Finance, State Board of Education [SBE], and California Office of Emergency Services). Use data visualization tools to support the preparation of reports and communication materials that include charts, graphs, diagrams, pictures, and other visual data displays. Collaborate within the division and across other divisions to learn various data collection systems to support a rich contextual view of the data that internal and external stakeholders need to make decisions and take effective action on policy and programs. Act as a lead on data projects and provide expertise to colleagues (from both internal and outside agencies) to explain the data used, the calculation methodologies applied, and respond to inquiries. Collaborate with staff in the Research Requests and Partnerships Office to support data requests as it relates to natural disasters and emergencies.

Relative % of Time Required: 30% ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Documentation, Developmental Work, and Knowledge Transfer: Independently develop, modify and maintain business rules documentation used to process each data set. Ensure that the rules accurately reflect decisions and requests and are implemented correctly through each data process as designed. Review correspondence, requests, and conduct analysis of legislation to prepare answers and lead data runs that will support the response. Cross-train and share knowledge with colleagues and staff across the division.

Relative % of Time Required: 15% ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Technology Management and Analytics: Research and apply technology trends and industry best practices standards related to processing data, building and maintaining data pipelines. Design and support business intelligence solutions that integrate programming, Power Business Intelligence (Power BI), and Artificial Intelligence to improve insight generation, data quality checks, report generation, and produce meaningful, data-driven recommendations.

Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other Duties: Participate in CDE, division, and unit staff meetings, along with any outside group meetings. Inform management on data issues. Keep supervisor apprised on the status of projects, assignments, and problems. Perform other job-related duties as required.

Relative % of Time Required:	☒ Essential Function	☐ Non-Essential Function

Duties Performed

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 the data requests; and, adhere to departmental policies and procedures. A working experience in SQL and/or Statistical Analysis System (SAS) is required. A working experience using Power BI or other data visualization tools is preferred.

PERSONAL CONTACTS

Contact with all levels of CDE employees including, but not limited to managers, supervisors, Division Directors, SBE staff, and external staff such as the Legislature and those involved with data requests.

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
TBD		

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
Betty Miura		

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

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

Original - Classifications & Pay Office

Copies - Employee and Supervisor

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TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Education Research and Evaluation Administrator I (EREA I) of the Data Visualization and Insight Office, the Research Data Specialist I (RDS I) is responsible for organizing and managing complex research analysis and reporting projects using Transitional Kindergarten through grade 12 data exported from student-level data systems, such as from California Longitudinal Pupil Achievement Data System (CALPADS), California Basic Educational Data System (CBEDS), and the California Department of Education's (CDE's) Microsoft Structured Query Language (SQL) server and data warehouse, to support a wide-range of data requests from policy makers, administration, and outside agencies. The RDS I will also process and compile data files, conduct data quality checks, and support the production of communication materials that includes data visualizations to tell the data story.

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

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SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

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Relative % of Time Required:	30%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Documentation, Developmental Work, and Knowledge Transfer: Assist in developing, modifying and maintaining business rules documentation used to process each data set. Ensure that the rules accurately reflect decisions and requests and are implemented correctly through each data process as designed. Review correspondence, requests, and conduct analysis of legislation to prepare answers and lead data runs that will support the response. Cross-train and share knowledge with colleagues and staff across the division.

Relative % of Time Required:	15%	☒ Essential Function	☐ Non-Essential Function

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Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

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