State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Research Data Analyst I	Research Data Analyst I

PROGRAM NAME	UNIT NAME
Office of the Director	Research

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
455 Golden Gate Ave. 9th Floor, San Francisco, CA	400 – 270-5729-901

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under the direct supervision of the Research Data Supervisor, the Research Data Analyst I (RDA I) as the entry-level position, performs tasks with established procedures and perimeters in the development of prevailing wage program information such as compiling and classifying data from collective bargaining agreements and other sources; preparing and checking statistical tables; writing brief technical notes and drafting text of reports and memos; answering regulated public and external stakeholder inquiries and collecting data by written correspondence and telephone. The analyst may also be called upon to conduct surveys including the design of questionnaires; tables applying user-oriented programming techniques.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
40%	Prevailing Wage Inquiries Prepares accurate responses to correspondence and inquiries received from the regulated public and external stakeholders regarding wage rates, information on union membership, and general DIR information researching wage and benefit information from labor organizations, employers, employer associations, and other government entities. References for prevailing wage determinations and supplemental provisions, economic information from Collective Bargaining Agreements, relevant Labor Codes, California Code of Regulations, Department of Industrial Relations (DIR) prevailing wage decisions and determinations, and various DIR documents and correspondence when responding to inquiries received from the regulated public. Calculates wage and benefit information including any predetermined changes for journeymen and apprentices employed on public works projects such as fringe benefits, wage increase breakdowns, and overtime calculations.
30%	Assists with the Development of Prevailing Wage Information: Assists in the collection of collective bargaining agreements and accompanying information needed to prepare prevailing wage determination; compiles and classifies data from collective bargaining agreements; contacts union officials when necessary to obtain needed data; interprets contract provisions to obtain hourly wage rates, wage supplements, hours of work, etc.; researches relevant labor codes, prevailing rate determinations and decisions, and other sources; prepares

	reports in the preparation, publication and distribution of the prevailing wage determinations. Conducts periodic reviews and identifies modifications to predetermined rates on collective bargaining agreements and collecting additional information where necessary to update determinations; prepares and presents findings and recommendations to program/department managers.
15%	Conducts research and responds to inquiries from interested parties on issues relating to public works and petitions to review the prevailing wage rate. Writes brief technical notes and drafting text of reports and memos containing structured and unstructured prevailing wage data. Assists the Research Data Specialists, Research Data Supervisors and Research Data Manager in the review of regulations for Office Administration Law (OAL) to evaluate and report impact to department and constituents.
10%	Collects US Consumer Price Index data using government databases and publications, such as the United States Department of Labor, Bureau of Labor Statistics, calculates California Consumer Price Indexes, and organizes data using Excel, Word and Adobe to organize and update statistical tables that are disseminated to the public.
Percentage of Time Spent	**Marginal Job Functions**
5%	Assists with administrative duties such as answering the Prevailing Wage Hotline and Front Office Line as well as updating the Alternative Workweek Schedule database. Assists in special economic research assignments, which may involve planning, designing and preparing statistical tables and questionnaires, analyzing trends and relationships and writing text. Other duties as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to establish and maintain cooperative working relationships with staff at all levels both within and outside the DIR to complete work assignments; display good judgement; possess, acquire and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; communicate effectively to successfully perform the duties of the position; seek direction where additional expertise is needed. Maintain attendance sufficient to complete tasks and assignments timely and meet regulatory deadlines. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Supervision Received

The Incumbent reports directly to and receives the majority of assignments from the Research Data Supervisor. The incumbent also receives assignments from the Deputy Chief and Research Data Manager of the Office of the Director-Research.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a high-rise office building in a cubicle office setting with artificial light and temperature control. The position is located in the San Francisco office. Typical machines, tools, or equipment required to operate include but are not limited to: PCs with Windows and database applications, copy/fax machines, VOIP telephone system, and shredders. Incumbent may also telework part-time from home using state computers and equipment.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside of DIR to complete work assignments; incumbent must be able to participate and collaborate in the planning process and carrying out of research and data projects to provide assistance and input to other planning staff, be proficient with the use of applicable software programs and computers; ability to interpret, analyze and apply data to carry out duties; and facilitates the identification and resolution of issues related to the Prevailing Wage Program.

Physical Abilities

The incumbent must be able to remain in a stationary position at a desk and computer for extended periods, and must operate a computer, telephone, and other office equipment such as copiers, fax machines, and scanners. The incumbent may occasionally need to bend and position self to access office equipment and files and must be able to move or transport items weighing less than 10 pounds. The incumbent must be able to descend several flights of stairs in the event of an emergency, with or without reasonable accommodation. No other specific physical abilities are required.

Additional Requirements/Expectations

Incumbent must be able to engage stakeholders in a professional manner and maintain the confidentiality of the prevailing wage/collective bargaining unit information and other information obtained in the course of program administration.

Personal Contacts

The incumbent has contact with staff at all levels within the Department, as well as external stakeholders such as Union officials, representatives of organized labor, contractors associations, individual contractors, and other interested parties.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of

this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

IS	11/16/2026
C&S Analyst Initials	Approval Date