STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31142	Procurement Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Office of Small Business and DVBE Services/Reporting	707 Third Street, 2ndFloor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Research Data Specialist II	306-496-5758-xxx	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday-Friday / 8:00 am-5:00 pm	PERMANENT	
WORKING TITLE	TIMEBASE	
Research and Data Specialist	FULL-TIME	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in:	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the guidance of the Supervisor II in the Office of Small Business and Disabled Veteran Business Enterprise Services, the Research Data Specialist II independently develops and applies research methods for complex statistical and spending data analysis. This position is primarily responsible for major statewide projects, including research, developing, redesigning and checking for accuracy statewide contract data collection, aggregation and reporting, and conducts an economic impact study of the Small Business/Disabled Veteran Business Enterprise (SB/DVBE) programs, assesses economic impact for the regulations process and of proposed legislation. This position will develop research methodologies for certification programs and perform consultative duties with state departments related to SB/DVBE participation. The Research Data Specialist II engages in significant research projects using statistical and economic impact analysis of all OSDS functions in certification, training, and statewide departmental participation data and use software including but not limited to PeopleSoft, SAS Enterprise Guide, R, SQL Server, Power BI, Excel, Service Now, and others, focusing on areas with limited precedents or knowledge.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description) ☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	As the Principal Data Expert, independently conducts complex research by tracking, compiling, querying, and analyzing structured and unstructured data related to state contracting and SB/DVBE participation, ensuring compliance with requirements in the Government Code (GC), Military and

PERCENTAGE	DESCRIPTION
	Veterans Code (MVC), and Public Contract Code (PCC). Develops research questions, selects appropriate data collection methods, and implements methodologies for major and ad hoc analytical projects. Uses analytical results to produce accurate, data informed findings, recommendations, and communications that support the Procurement Division and provide technical guidance to management, the executive team, and internal and external stakeholders. Leads the design and direction of major statewide research projects requiring advanced statistical techniques and independent judgment, independently creating new statewide data models and visualizations. Serves as the prime resource and technical expert for sensitive, high impact analytical work, and designs, maintains, and enhances statewide analytical tools used for SB/DVBE certification, training, state departments' SB/DVBE data support and supplier diversity reporting.
25%	Represents the Procurement Division and serves as the Statewide Reports Coordinator and FI$Cal product author by developing new reporting features in PeopleSoft to meet awarding departments' data needs, improving statewide procurement system processes, and developing and delivering reporting related training for various audiences. Oversees the development of innovative processes for gathering, compiling, and reporting data from multiple sources; creates job aids; establishes data validation methodologies; and reviews and validates departmental and system captured data to ensure accuracy and inform leadership of process improvements. Coordinates and leads complex statewide research activities by defining and creating new data models, dashboards, and analytical frameworks that strengthen statewide reporting and transparency. Performs advanced ad hoc analyses using business intelligence tools to query, validate, format, and organize structured and unstructured data to forecast statewide trends and assess impacts in areas where no established body of knowledge exists. Leads the development of new statewide SB/DVBE training, SB/DVBE supplier, and procurement focused dashboards to support departmental performance monitoring and enhance transparency.
15%	Serves as the subject matter expert on complex statewide statistical data related to contracting participation, spending, and certification by independently researching diverse data sources, developing methodologies to collect and structure data, and creating new approaches for conducting statutorily mandated escalation studies on certification eligibility thresholds. Prepares issue papers and public facing communications, produces reports in response to inquiries, and provides expert guidance to the PD Deputy Director's Office, DGS Executive Office, Government Operations Agency, Governor's Office, Legislature, media, and other stakeholders. Delivers presentations at statewide forums to educate procurement officials, SB/DVBE Advocates, managers, and others on emerging trends, risks, and potential impacts in areas where changes are being implemented and no established body of knowledge exists, ensuring transparency and informed decision making. Conducts complex statewide economic impact analyses, including legislative bill economic impact reviews. Independently evaluates statewide purchasing trends to determine impacts on California's SB and DVBE communities using advanced forecasting and statistical modeling.
10%	Provides consultative advice and support to Division leadership on process improvements by recommending effective data collection techniques and methodologies for mandated reporting, identifying areas where departments can strengthen their SB/DVBE participation performance, and conducting Economic Impact Assessments for the annual rulemaking process. Supports legislative analysis with accurate data and ensures reported information complies with GC, MVC, PCC, and other statutes, regulations, and new legislation. Designs new analytical frameworks and

PERCENTAGE	DESCRIPTION
	methodologies for complex statewide research projects, offering high level consultative guidance to senior management on procurement equity strategies, departmental performance monitoring, and statewide compliance. Develops innovative approaches to statewide SB/DVBE data integration, transparency, and accessibility to strengthen enterprise level decision making and support emerging statewide initiatives.
5%	Independently researches and interprets legislation, regulations, reports, data models, policies, and procedures related to contract participation, providing written and verbal recommendations to the Supervisor II on new or existing policies and procedures to support process improvements and ensure statewide reporting is accurate, effective, and understandable in accordance with GC, MVC, PCC, and other updated statutes or regulations. Ensures analytical rigor, methodological innovation, and alignment with statewide supplier diversity and SB/DVBE program objectives. Leads the development of new statewide analytical tools and data models that support emerging statutory requirements, procurement goals, and expanded transparency expectations.
5%	Participates in work teams assigned to streamline and improve Procurement Division processes and contributes to updates of statewide procurement data dashboards to ensure SB/DVBE participation reporting is accurately represented and appropriately considered. Leads enhancements to statewide dashboards to align with emerging statutory requirements, FI$Cal data changes, increased scrutiny of departmental performance, and expanding statewide transparency expectations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides direction to support staff in assembling and publishing Participation Report packages, regulation packages, training and webinar materials, and other related documents by reviewing content for accuracy, completeness, and required updates prior to final distribution. Oversees the analytical components of statewide reporting deliverables to ensure consistency with newly developed dashboards, economic impact studies, and complex statewide analytical tools. Provides technical guidance to staff supporting major statewide research projects and reporting initiatives and alignment with statewide SB/DVBE program objectives.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

• Ability to select, access, and use necessary information, data, and communications-related technologies such as computer applications, telecommunications equipment, Internet, voice mail, etc.
• Use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, solicitation documents, etc.
• 5% - Occasional travel within California may require the use of various transportation modes, i.e., airplanes, taxi, car, etc.

DESIRABLE QUALIFICATIONS

☐ Current
☑ Proposed

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

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
Imran Chaudhary		

C & P APPROVED BY	DATE SIGNED