Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Research Data Specialist I	*Research Data Specialist I*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-307-5742-006
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Projections and Products Group	Michael Boucher
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Labor Market Information Division	Research Data Supervisor I
BRANCH:	REVISION DATE:
Labor Data and Compliance Branch	11/20/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Travel may be occasionally required to attend meetings, presentations, training, and other events.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the general direction of a Research Data Supervisor I, the Research Data Specialist I, will work independently and oversee the Projections and Products Group research projects, applying systematic, critical, and intensive research methods and techniques. These research projects will study areas where precedents are lacking, or limited knowledge or experience with the subject matter exists. The incumbent will remain knowledgeable regarding labor market information and California's regional economies, with an emphasis on regional and occupational products, tools, and information displayed via the website; and technological advancements for data dissemination and website innovations to support local workforce training and economic development. The incumbent will also explore and apply emerging technologies; for example, generative artificial intelligence tools such as Microsoft Copilot, to support research, data analysis, reporting, and operational efficiencies. These projects may require consultation with EDD executive staff and managers as well as staff from other state, federal, and/or local government agencies, local organizations, and academia. The incumbent may work with Division and Department staff to identify and implement program data delivery improvements. The incumbent will maintain a professional demeanor with internal and external staff and customers.

Civil Service Classification
Research Data Specialist I

Position Number
280-307-5742-006

The incumbent will be expected to provide recommendations to the LMID management team on the feasibility and impact of proposals or projects, utilize various automated tools, including MS Excel, Power BI, Tableau, and specialized databases to organize data and perform statistical analyses. The incumbent is required to work independently, take initiative, and maintain flexibility and tact while carrying out their duties and responsibilities.

Percentage of Duties	Essential Functions
35%	Oversees the Projections and Products Group research projects. Remains knowledgeable on regional economies, with an emphasis on regional and occupational products, tools, and information displayed via the website; and technological advancements for data dissemination and website innovations to support local workforce training and economic development. In an independent manner, the incumbent will utilize various analytical software, database platforms, and automated tools, including MS Excel, Power BI, Tableau, R, SQL, and Snowflake, to organize, retrieve, manipulate, and analyze data to support the state's workforce system and economic development activities.
30%	Participates in the design and implementation of research projects/products studying current labor market information delivery systems and economic subject areas of major interest to California policy makers. These projects may require interaction with EDD executive staff and managers as well as staff from other state, federal, and/or local government agencies, local organizations, and academia. Adheres to accepted research methods and standards, and complies with Departmental policies, procedures, and deadlines.
10%	Provides technical consultative services to internal and external customers to help define their data needs; composes custom reports (i.e. SAS, Tableau), to extract and format a variety of EDD administrative and program data in response to customer requests; streamlines the production of formatted data products based on those data. Adheres to all confidentiality requirements and regulations. Maintains a professional manner with staff and customers.
10%	Participates in collaborative efforts with the California Workforce Development Board, Local Workforce Development Boards, educational partners, and other federal/state labor market information offices and agencies to develop and enhance current knowledge and understanding labor market information delivery systems, customer outreach and economic concepts.
10%	The incumbent will attend conferences and meetings on labor market information delivery systems, customer outreach, the economy, and related areas of interest. The incumbent will train and make presentations as needed.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Civil Service Classification	**Position Number**
Research Data Specialist I	*280-307-5742-006*

Other: *Click here to enter text.*

Type of Environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☐ Required to assist customers on the phone ☐ Required to assist customers in person

☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name: Michael Boucher

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

	CPG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	JMB	11/24/2026
☐ Exceptional allocation, STD-625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file