



Duty Statement

CURRENT PROPOSED STANDARD

Division	Classification	Position Number
Cultural Resources Division	Research Data Manager	549-940-5740-XXX
District/HQ Section	Working Title	CBID
Cultural Resources Division	Digital Data & Multimedia Collections Program Manager	R01
Sector/HQ Unit	Reporting Location	Incumbent
Digital Data & Multimedia Program	Sacramento, CA	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		CEA
Position Description		
<p>Under administrative direction, this full managerial position is responsible for highly specialized and varied research data analytics function and oversees multiple program areas within the Cultural Resources Division's Digital Data & Multimedia Collections (DD&MC) Program. This position reports to the Cultural Resources Division Chief who serves as the Department Preservation Officer, Tribal Liaison and NAGPRA Coordinator. The Research Data Manager position supervises a Research Data Supervisor I who is over a team of data analysts and technical specialists responsible for various cultural-related digital data capture and collections management systems for museum collections; archives; photo archives; geographic information systems (GIS) data for ancestral, sacred, and archaeological sites and historic properties; and 3D imaging files. The position title is Supervisor, Digital Data and Multimedia Collections Program. The core responsibility is for coordinating between the DD&MC Program and related programs to ensure delivery of information in support of the department's legal obligations under Assembly Bill 275 (AB 275), the California Native American Preservation Act or CalNAGPRA. The position advises department leadership, departmental staff, legislative bodies, governmental entities, commissions, and agencies on findings related to the management of data records and systems for the department, in particular research that supports both CalNAGPRA and federal requirements under the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA). The position has oversight for department-wide Cultural Information data systems and liaisons with the Information Technology Office to ensure the functionality of the database systems storing cultural resources information from museum collections, projects, historical data, images, facilities, GIS, archaeological sites, historic properties and features, and other legally mandated information. The position requires a broad working knowledge of various database systems including but not limited to collections management databases.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p>		
Essential Functions		
Percentage	Task	
35%	<p>NAGPRA/CalNAGPRA Program Administration— Responsible for managing the Digital Data and Multimedia Collections Program including coordinating program activities with technical and administrative support sections. Responsibilities include leadership over NAGPRA/CalNAGPRA data systems requirements for the department. This includes planning operations, developing staff requirements, organizing and directing the work of a group of employees, and evaluating their work. Incumbents are required to perform any combination of general management and research data analytic duties. These classifications require an overall comprehension of management, data analysis and modeling, research methodology, and statistical procedures, along with the ability to manage analysts, and to query, validate, and synthesize data from the variety of disciplines involved in supporting compliance with NAGPRA/CalNAGPRA.</p>	
25%	<p>DD&MC Program Administration – Communicates regularly with staff and other technical specialists in across various cultural data fields, other divisions within the department (e.g., Strategic Planning, Natural Resources, Interpretation and Education, Facilities Management, Office of Historic Preservation, and Information Technology) as well as other state agencies (e.g., State Archives) and museum collaborators as required to lead digital data capture and information systems management for cultural and tribal resources. Identifies areas of concern and recommends solutions to department leadership. Leads development of policies and best practices.</p>	
25%	<p>Program Development – Manages or directs the most complex projects and contracts within the program to ensure project priorities are established and maintained. Ensures program staff are providing appropriate technical assistance, guidance and training to divisions, service centers and district staff. Performs oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws; and utilize project management techniques to manage the progress of programs and project activities to ensure that project timelines and schedules are appropriately established, modified, and adhered to; and develops appropriate project scopes, budgets, and schedules and successfully managing the projects to completion. Coordinates between IT and vendors to facilitate the successful completion of software updates, patches, and projects. Provides oversight of such statewide contracts to ensure consistency and legal requirements are being met and fulfilled, as stipulated, and develops and effectively uses all available resources to support program objectives.</p>	
10%	<p>Administration – Prepares administrative reports, correspondence, and other paperwork to meet operational needs; organizes, leads, and/or conducts meetings and briefings; carries out personnel actions including employee performance reviews and reports. Adheres to budget allocations and follows approved spending/staffing plans; understands strategic planning principles and concepts in order to lead or participate in division and department strategic planning sessions; and stays current in state budgeting processes to ensure the program meets mandatory and regulatory requirements. Represents the Department in professional organizations and collaborations and supports staff development.</p>	
Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
N/A		
Special Requirements		
BA required MA preferred with 5 years' experience in collections information and data management in the Museum and/or Library and Archive sector, TMS experience desired; knowledge of the principles, practices, and trends of professional registration and collections management standards, metadata standards, thesaurus and terminology management, and structured/systematic approaches to managing information.		
<p><i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>		
Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Laura Benites		
Employee Statement		
I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.		
Employee Name (PRINT or TYPE)	Employee Signature	Date