February 2021	1. Complete the development of the data management system and the accompanying staffing plan with U.S. Digital Response (USDR). 2. Determine whether the Commission establishes a longer-term relationship with USDR for system oversight and collaboration. 3. Develop a Duty Statement for a Data Manager Position as a Commission hire to maintain the Commission's data management system and supervise all temporary staff hired. 4. Develop a Request for Information (RFI) for a data analyst position to provide the analysis of the data maintained in the Commission's data management system. 5. Twenty-day post of the Duty Statement for the Data Manager and the RFI for the Data Analyst.

March 2021	1. Interview applicants for each of the positions posted. Each interview process is separate and exclusive.
	    a. The initial review of applicants for each position is performed by staff to determine whether the applicants meet the Minimum Qualifications stated in the Duty Statement and RFI.
	    b. Review of applicants by the Data Management subcommittee.
	    c. Scoring of the selected applicants by the Data Management subcommittee.
	    d. Commission review of the subcommittee recommendation and a vote to hire each applicant for each position.
	    e. On-boarding of staff led by executive team.
	2. Data Manager and the Data Analyst work together to:
	    a. Obtain license agreements for data management programs/system (i.e., Air Table, Tableau, etc.)
	        i. Determine if the products can be purchased through a Small Business Contract or is a contractor on the California Multiple Awards Schedule (CMAS), if so, start the procurement process.
	        ii. If not, purchase through the California Department of Technology.
	    b. Configure the data management system components to allow:
	        i. The input of all data from the Statewide Database (SWDB) Community of Interest (COI) tool into the Commission's data management data base. This includes all shapefiles, table data and pdfs received.
	        ii. The movement of all COI input that needs to be translated out of the data management system and to the temporary staff for translation and re-entry into the COI tool after translation and review.
	        iii. The public search option and display options for all files contained in the data management database.
	        iv. The data display options for the qualitative data from the COI tool, as required by the Commission and based on the capabilities of programs obtained.
	3. In late March, the Data Manager develops the system for the manual review and input of documents obtained outside of the COI tool including:

	a. COI files that require translation and re-entry into the COI tool. b. Maps made by the Line Drawer during public input sessions. c. Maps provided during public input sessions and provided directly to Commission (if COVID restrictions have ended). d. Non-electronic drawn maps, i.e., computer draw, hand drawn, etc. e. Qualitative information without a map but with a reference to a COI. f. Qualitative information without a map and with no COI reference. g. Qualitative information that is not related to the redistricting process.

April 2021	1. Hiring of Temporary Staff
	    a. A duty statement is developed.
	    b. The duty statement is posted on our website and distributed.
	    c. Temporary staff are interviewed and hired.