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|  | | | | | | | | |  | CURRENT |
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| **DUTY STATEMENT** | | | |  | | | | | | | | | | |
| EFFECTIVE DATE | | | | | | | | | | |
|  | | | | | | | | | | |
| BRANCH | | | | POSITION NUMBER (Agency – Unit – Class – Serial) | | | | | | | | | | |
| Executive | | | | 815 | - | 104 | - | 5731 | - | 013 | | | | |
| DIVISION/UNIT | | | | CLASS TITLE | | | | | | | | | | |
| Enterprise Strategy Management/Survey Research & Analysis | | | | Research Data Analyst ll | | | | | | | | | | |
| INCUMBENT NAME | | | | WORKING TITLE | | | | | | | | | | |
|  | | | | Research Data Analyst ll | | | | | | | | | | |
| CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship. | | | | | | | | | | | | | | |
| Under general supervision of the Research Data Manager, the Research Data Analyst II (RDA II) performs a variety of independent tasks that includes varied and complex research and data analysis within the Survey Research & Analysis unit. The incumbent will be responsible for conducting custom research projects, providing data driven recommendations that align with CalSTRS organizational culture, and providing subject matter and research practice expertise to a variety of clients. | | | | | | | | | | | | | | |
| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. | | | | | | | | | | | | | |
|  | **ESSENTIAL FUNCTIONS** | | | | | | | | | | | | | |
| 30%  30%  25%  10% | Create and implement custom research projects. Collaborate with internal business areas to achieve desired research outcomes while balancing practical needs with professional research solutions. Design, organize and conduct quantitative and qualitative research to learn more about a subject area. Analyze collected data using software such as Excel, SPSS or R for Statistical Computing to identify trends and relationships. Develop ad-hoc reports; communicate results and provide recommendations based on client needs and applications. Consult with Executives, Directors and managers on research data to support organizational goals, when necessary.  Conduct intake assessments with internal business areas to identify research project needs. Determine project scope and apply best practice research methodologies to achieve desired research outcomes. Provide results, reports, summaries, and recommendations to clients. Consult with managers and/or other clients throughout the research process to guide and direct the business area to achieve stated goals.  Conduct ongoing research on member and employee opinions using research instruments such as the Annual Member Survey and All-Employee Survey. Collaborate with vendors and stakeholders to design and launch surveys. Work with vendors to review and analyze survey results; develop and deliver presentations to leaders and staff regarding survey results and/or findings. Coordinate with internal, web-services staff to maintain an intranet site (archive) that provides summaries and interpretation of data in a user-friendly format and style for staff to access. Develop strategies and solutions for addressing immediate and ongoing information needs, with an emphasis on independent data research skills.  Lead and perform project management responsibilities for assigned research projects such as, developing and conducting surveys for clients, developing and managing project timelines and documenting processes, researching and establishing project standards, conducting data analysis, etc. Act as a liaison between member and employee engagement research to identify relationships and future areas of study present recommendations to supervisor. | | | | | | | | | | | | | |
|  | **MARGINAL FUNCTIONS** | | | | | | | | | | | | | |
| 5% | Participate on committees, special teams and workgroups formed to develop solutions to research questions and other assignments. | | | | | | | | | | | | | |
| **COMPETENCIES**  Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:   * Adaptability/Flexibility * Communication * Customer/Client Focus * Teamwork * Work Standards/Quality Orientation   Classification Competencies. All employees are expected to understand and demonstrate their position’s CalSTRS class competencies:   * Analytical Thinking * Creative Thinking * Ethics and Integrity * Forward Thinking * Managing Work * Organizational Awareness * Planning and Organizing * Technical / Professional Knowledge and Skills * Thoroughness * Written Communication | | | | | | | | | | | | | | |
| CONDUCT AND ATTENDANCE EXPECTATIONS | | | | | | | | | | | | | | |
| * Communicate effectively with individuals from varied experiences, perspectives, and backgrounds * Deal with individuals in a tactful, congenial, personable manner * Must maintain consistent and regular attendance * Adhere to CalSTRS policies and procedures * Ability to support and model CalSTRS Core Values | | | | | | | | | | | | | | |
| WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB | | | | | | | | | | | | | | |
| * Prolonged periods of standing or sitting * Work in a high-rise building, in an open space environment * Ability to use a computer keyboard several hours a day * Read from computer screens several hours a day * Ability to move up to 10 pounds | | | | | | | | | | | | | | |
| Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS’ policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e., Sexual Harassment, EEO, etc.). | | | | | | | | | | | | | | |
| **To be reviewed and signed by the supervisor and employee:** | | | | | | | | | | | | | | |
| **SUPERVISOR’S STATEMENT:**   * I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE * I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT | | | | | | | | | | | | | | |
| SUPERVISOR’S NAME (Print) | | SUPERVISOR’S SIGNATURE | | | | | | | | | DATE SIGNED | | | |
|  | |  | | | | | | | | |  | | | |
| **EMPLOYEE’S STATEMENT:**   * I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR * I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT * I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION * I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE | | | | | | | | | | | | | | |
| EMPLOYEE’S NAME (Print) | | | EMPLOYEE’S SIGNATURE | | | | | | | | | DATE SIGNED | | |
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