

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

(vacant)

CLASSIFICATION:

Research Data Supervisor I (RDS I (supervisor))

POSITION NUMBER:

800-655-5734-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Research, Automation, & Data/Research & Data Insights

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Research & CQI Bureau/Machine Learning & Case Modeling

SUPERVISOR'S NAME:

Bronwen Wade

SUPERVISOR'S CLASS:

Research Data Supervisor II (RDS II (supervisor))

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

The incumbent directly supervises 2 RDS I (Research Data Specialist I) and 1 RDA II (Research Data Analyst II)

Total number of positions for which this position is responsible: 3

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The California Department of Social Services (CDSS) launched the Research, Automation and Data (RAD) division to build a sustainable data culture and maximize the full value of data assets through: Enterprise Data Asset Inventory, management and data migration; Enterprise Road Map regarding Information Sharing Capability and Policies and Procedures; Training of Enterprise Data Workforce; and Enterprise Identity, Credential, and Access Management. RAD division is responsible for working with Information Services (technology) and Program partners throughout the data life cycle to ensure best practices are elevated toward the goal of serving California's most vulnerable families using a human-centered and data-driven approach.

CONCEPT OF POSITION:

Under the general direction of the RDS II (supervisor), the RDS I (supervisor) serves as the Unit Manager for Machine Learning and Case Modeling, and is responsible for leading a team that models the risks and opportunities from legislative policies or CDSS programs including but not limited to Community Care Licensing, CalFresh, and California Work Opportunities and Responsibilities to Kids (CalWORKs). The RDS I (supervisor) will partner with CDSS program leadership and the Fiscal Forecasting Branch in order to understand the impact of the Department's historical decisions to inform future decision-making. The RDS I (supervisor) will guide team exploration of new quantitative methods and opportunities for using artificial intelligence, micro-simulations and machine learning.

A. RESPONSIBILITIES OF POSITION:

- 30% Supervises RDA II and RDS I staff, interviews applicants to recruit new RDAs or RDS Is, handles issues dealing with staff relations, evaluates staff performance and prepares evaluation reports, Merit Salary Adjustments, and other related personnel matters. Prepares Employee Development Appraisals and performance reports.
- 25% Collaborates with program and fiscal partners to define research questions that will answer critical policy questions using techniques such as natural text analysis, machine learning algorithm development, and statistical modeling. Identifies outcomes and develops the most appropriate and rigorous methodology for analysis.
- 20% Provides direction for staff in understanding which quantitative methods are most appropriate in particular contexts, in cases such as building machine learning algorithms or building regression models that successfully estimate the impact of a prior policy change on an outcome of interest. Guides staff research and exploration of machine learning or case modeling techniques. Direction will depend on the context of the research and the state of advanced quantitative methods in the field.
- 20% Regularly updates the RDS II (supervisor), program, fiscal partners, other governmental agencies, stakeholders, and counties on findings and research results. Updates are provided by directing preparation of memos, research papers, or presentations. Shares results with highly technical senior research management and shares results with program leadership, fiscal partners, and other partners.
- 5% Acts for the RDS II (supervisor) in his/her absence. Performs special projects, ad hocs, and other duties as appropriate in this classification.

B. SUPERVISION RECEIVED:

This position reports directly and receives general direction from the RDS II (supervisor). The incumbent is expected to be innovative and resourceful in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

The RDS I (supervisor) is responsible for all management functions of the Unit, including support and oversight structures for their staff. The RDS I (supervisor) functions as the Assistant Section Chief on all machine learning and case modeling matters

D. PERSONAL CONTACTS:

The RDS I (supervisor) consults with and advises managers from fiscal and other program areas on machine learning and case modeling matters. The incumbent represents CDSS and its position in meetings with other governmental personnel, stakeholders, and county agencies. The incumbent must be able to gain the confidence and support of key stakeholders and advise them on a range of machine learning and case modeling opportunities and challenges.

E. ACTIONS AND CONSEQUENCES:

The RDS I (supervisor) oversees research on subjects that can be highly sensitive and politically charged. This role requires excellent relationship management, communication skills, and sound judgment. Failure to respond adequately to department needs may result in failure to meet CDSS missions and objectives.

F. OTHER INFORMATION:

Desirable qualifications for this position would be a person who has advanced technical skills, excellent communication, and strong relationship management skills. This person should be able to influence and collaborate on sensitive subjects with a wide variety of stakeholders. The RDS I (supervisor) should be able to effectively direct the research specialists in a manner that meets departmental needs, and should be able to assess and formulate policies for the effective and ethical use of machine learning and case modeling. In addition, the incumbent should be able to motivate and supervise a diverse group of professionals.