Duty Statement

☐ Current   ☒ Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	CalData/Advanced Analytics and Evaluation
Classification	Career Executive Assignment, Level B
Working title	Analytics Manager
Position number	374-100-7500-011
Prepared date	09/19/2022
Effective date	
Name	Vacant

General Statement

Under the administrative direction of the Deputy Director, Advanced Analytics and Evaluation, the Analytics Manager is responsible for developing and maintaining the policies and procedures for the Office of Data & Innovation's (ODI) analytics work and practices. In this role, the incumbent will manage the delivery of analytics projects on behalf of client departments. The incumbent will work closely with the team to develop standards, policies, and procedures for how ODI engages on advanced analytics projects including developing and refining a solicitation process. The incumbent manages client engagements with a team of data scientists and analysts. They will oversee the development and execution of analytical projects, develop quality and process standards to ensure complete and accurate analytical work, and set baseline standards for agile methods and processes applied to analytical projects. The incumbent is a leader in establishing modern, agile analytics as a commonly applied practice in state government. The incumbent plays a significant role in the decision-making and development of priorities, policies, and practices pertaining to projects, resource management, and program delivery.

Essential Functions

The Analytics Manager has the following objectives:

%	Description
30%	**Develop policies and procedures for managing advanced analytics and evaluation projects** ● Develop and refine a solicitation process, policies, and strategy for identifying and vetting analytical projects with departments across the state ● Identify and document common analytical gaps of department clients, and work with Deputy Director of Program and Policy on wider programmatic offerings in to meet those gaps ● Develop and refine policies and procedures to ensure projects are implemented quickly and ethically ● Develop and refine policies and procedures to ensure projects are handed off to client departments appropriately and sustainably ● Advise the Deputy Director, Advanced Analytics and Evaluation in the formulation of analytical standards and best practices ● Identify root causes of project delays and communicate those to Deputy Director for Advanced Analytics and Evaluation for longer term policy and standards changes ● Develop statewide standards and policies, including implementing guidance, for advanced analytics using input from a diverse set of stakeholders and entities ● Track and manage project related budgets and resources to ensure appropriate allocation
30%	**Manage the portfolio and supporting projects for the CalData Advanced Analytics & Evaluation service** ● Facilitate meetings with client partners and client leadership to align on project scope and sprint deliverables ● Issue timely updates on projects to internal and external stakeholders ● Develop system for tracking a portfolio of analytical projects ● Assess the needs of the team and request necessary information from clients in order to complete projects or to adjust to new findings during projects. ● Develop agendas and hold recurring team meetings for project delivery ● Serve as primary point of contact for client projects including interfacing with staff and leadership in client organizations ● Manage the successful completion and milestones of client projects including meeting with stakeholders at every level of the organization and communicating updates and changes in status clearly ● Hold recurring internal meetings with the team to ensure project delivery, develop lessons learned from projects that inform future work and policies, and proactively manage risks ● Develop project plan and expectations including the development of project charters with clients, and ensure senior leadership understand the nature and direction of the project

%	Description
	● Hold pre and post mortem meetings on projects with CalData project team to identify policy, process, or standards changes needed
20%	**Conduct quantitative and user research as needed for projects** ● Conduct user, policy, and context research to support projects including but not limited to user interviews, usability testing, landscape analysis, document reviews, and policy analysis. ● Facilitate user research sessions in collaboration with ODI research team on advanced analytics products developed for clients ● Conduct quantitative analysis for department projects, when appropriate, in support of projects meeting key deadlines ● Present the results of research to team members, ODI leadership, and staff and leadership in client departments
10%	**Center equity in the advanced analytics and evaluation process** ● Lead the facilitation and application of the CalData AI and ethics framework and toolkit for all CalData projects ● Collaborate with the Program and Policy team to iterate and improve the toolkit
5%	**Strategically adapt and grow the analytics service** ● Collaborate with ODI internal teams and ODI leadership on strategy & business development for advanced analytics projects and implementing ● Advise ODI Leadership on systems level change and opportunities for statewide policy changes on how government performs analytical work ● Partner with ODI leadership to understand partner needs, industry trends, and opportunities that align with ODI's capabilities to grow the agency's portfolio ● Coordinate with ODI management to prioritize problem areas for project execution in order to direct resources and efforts for analytical work ● Work to continuously improve Advanced Analytics and Evaluation service, in collaboration with the Deputy Director and team ● Partner with the ODI Data Programs and Policy team to identify areas of opportunity to advance our analytical practices, policies, and procedures ● Research and stay abreast of trends and developments in analytics project management and tooling

Marginal Functions

%	Description
5%	● Apply principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management, and perform other staff assignments as appropriate and required ● Execute programs, policies, and platforms that support data and innovation

Supervision Received
The Analytics Manager will report to the Deputy Director, Advanced Analytics and Evaluation.

Supervision Exercised
None; but will lead and facilitate statewide projects and policies with a variety of diverse stakeholders from across the state as well as with groups and partnerships outside of the state.

Working Conditions
The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work full-time from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance
Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date