



## Office of Data & Innovation

401 I Street Suite 200, Sacramento, California 95814

Current     Proposed

<b>Classification</b> Principal Data Scientist	<b>Office/Department</b> Office of Data & Innovation
<b>Working Title</b> Principal Data Scientist	<b>Unit/Section</b> CalData
<b>Position Number</b> 374-100-9009-001	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 8/25/2022

### General Statement

Under the administrative direction from the Deputy Director, Advanced Analytics & Evaluation, the Principal Data Scientist will lead and oversee a wide variety of data science projects from across the state. They will join a team of high performance analytics professionals working to provide innovative analytic and data science support for client facing projects across the State of California. This role serves as the lead advisor on exploratory, statistical, and predictive analytics to inform data-driven decisions. The incumbent will help evaluate and decide on the best approach from both a statistical and ethical lens. They will be an eager collaborator with the team's data engineers and data analysts on data projects, helping to advise teams across the state on responsible, effective, and ethical data science practices.

### Essential Functions

%	Description
50%	<p><b>Serve as the principal data scientist for advanced analytics and data science projects from across the state:</b></p> <ul style="list-style-type: none"> <li>Identify relevant datasets and coordinate and review data transformations, data cleansing, and exploratory and statistical analyses to identify, analyze, and interpret trends or patterns in complex datasets.</li> <li>Work with other data analysts, data scientists, data modelers, business intelligence analysts, and data engineers to define requirements to ensure data pipelines meet analytical needs.</li> <li>Develop scopes for project work including expert assessment on possible methods to apply to problems.</li> </ul>

	<ul style="list-style-type: none"> <li>● Develop, test, and implement predictive and machine-learning models and algorithms using a mix of statistical and machine learning approaches.</li> <li>● Evaluate different data science approaches and select the most appropriate for the business context</li> <li>● Review code and pair with other data scientists and analysts as needed to support development of computationally efficient and well documented models</li> <li>● Meet with subject matter experts and other staff to understand context of business questions and data sources and to interpret findings</li> <li>● Develop plans with partners for the implementation of productionized models and services.</li> <li>● Prepare presentations for clients and team to distill findings</li> <li>● Participate in team daily standups and client meetings on projects</li> <li>● Identify and resolve strategic issues in developing and implementing data science projects across client projects and at scale</li> <li>● Apply an ethical lens to advanced analytics and data science projects to ensure appropriate use of data.</li> </ul>
20%	<p><b>Serve as the data science methodology expert for the state:</b></p> <ul style="list-style-type: none"> <li>● Advise on methods across domains and areas of data science</li> <li>● Identify statewide gaps in data science methods and approaches</li> <li>● Advise on priority consultant projects involving data science</li> </ul>
20%	<p><b>Define best practices in advanced analytics and data science and help grow these practices within ODI and across the state:</b></p> <ul style="list-style-type: none"> <li>● Serve as the expert advisor on data science and advanced analytics to departments</li> <li>● Lead and maintain organizational practices in data science</li> <li>● Help translate the value of advanced analytics and data science to senior leaders and executives across the state</li> <li>● Contribute to strategy, vision and plans to promote the appropriate and ethical adoption of advanced analytics including services provided by the team</li> <li>● Provide mentorship and coaching to senior and junior data scientists and data analysts</li> <li>● Identify training gaps and needs based on your interaction with client departments</li> <li>● Collaborate with ODI’s CalAcademy team to develop or modify training offerings to meet identified needs</li> <li>● Work with CalData Policy and Program team to ensure ethical best practices are incorporated into statewide policies, standards, and guidance</li> <li>● Contribute to periodic training on advanced analytics and data science via CalAcademy or CalData’s analytics accelerator.</li> </ul>
10%	<p><b>Participate in project solicitation, vetting, and scoping processes to identify client projects across the state:</b></p> <ul style="list-style-type: none"> <li>● Help to prioritize potential projects based on criteria developed with the team</li> <li>● Iterate on criteria as needed based on lessons learned from projects</li> </ul>

**Supervision Received**

The Principal Data Scientist will report to the Deputy Director, Advanced Analytics & Evaluation.

**Supervision Exercised**

None, but will lead project teams and oversee a wide variety of data science projects from across 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, as appropriate. Based on departmental or operational needs, work can be performed remotely. The employee can work full-time from anywhere within California. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. 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.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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