State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Research Data Analyst II (RDA II)	800-250-5731-700
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Family E&E Division / CalFresh and Nutrition Branch	CalFresh Administration
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Andrea Brayboy	Career Executive Assignment (CEA)

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)*
- [x] None
- [ ] Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE 8/11/2023	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

[x] None | [ ] Supervisor | [ ] Lead Person | [ ] Team Leader

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

Total number of positions for which this position is responsible:

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

MISSION OF ORGANIZATIONAL UNIT:

The CalFresh and Nutrition Branch provides policy direction, program monitoring, outreach, and nutrition education to protect the health of some of California's most at risk populations through CalFresh, known federally as the Supplemental Nutrition Assistance Program (SNAP).

CONCEPT OF POSITION:

Under the general supervision of the CalFresh Branch Chief, the RDA II serves as the lead data analyst and independently conducts varied complex research activities to support data collection and analysis for the CalFresh and Nutrition Branch. The RDA II is responsible for data interpretation, analysis, validation, compilation, summary and visualization, and training. This position is also responsible for leading data activities in program evaluation as well as other data projects.

A. RESPONSIBILITIES OF POSITION:

30% Compile data and create reports, summaries, publications, charts, visualizations, and dashboards on county and state level data related to the CalFresh program areas. Interpret and analyze statewide and county CalFresh data, utilization trends and key performance indicators from an array of available resources (including public databases, reports, surveys, contractors, SAWS and demonstration projects). Use data to highlight inequities in access, outcomes, etc. Present to Department staff and external stakeholders as needed. Intentionally incorporate an equity perspective across research activities. Provide recommendations to improve client outcome, contractual results, and program access. Utilize programs such as SAS, Excel, Access, Tableau, and other programs as needed.

20% Program evaluation activities (i.e. CalFresh Data Dashboard). Utilize available data and information to assess program effectiveness. This includes monitoring, maintaining, and tracking CalFresh data, including but not limited to current caseload movement, churn, demographic information, etc. Track trends over time. Provide recommendations for program development, improvement, and access based upon research. Participate in collaborative efforts with state, county, and other key stakeholders to share data from varying sources to improve CalFresh program processes and access, and participant outcomes.

20% Special data activities:
• CalFresh on-going data needs (i.e. CalFresh Stakeholder Meetings);
• CalFresh Data Dashboard and data reports (i.e. queries);
• Disaster CalFresh data reporting requirements;
• Federal reports;
• Promote equity by examining disparities in program access and outcomes. Utilize disaggregated data to identify, explore, and explain the factors that contribute to disparate outcomes to inform and improve policies, processes, and the program;
• Support the development of presentations and other materials for use by Department leadership, county partners, and other external public or private sector stakeholders; and
• Other data projects, as needed.

15%: Review and validate data from county and state sources. Work collaboratively to resolve identified issues; and, monitor data to ensure errors/anomalies have been corrected.

5%: Work with department fiscal and Branch staff in the development of CalFresh budget assumptions, fiscal impact of legislative bills, and assumptions and fiscal impact of legislative proposals.

5%: Data lead for other Branch staff and county partners, including creating and delivering trainings, leading data literacy capacity building activities, and creating resources and tools.

5%: Performs other duties as needed pertaining to the Branch. Occasional travel may be required.

B. SUPERVISION RECEIVED:

The RDA II receives supervision and instruction from the CalFresh Branch Chief, and reports directly to the CalFresh Branch Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The RDA II works collaboratively with internal and external stakeholders, including other CDSS program staff, Research and Automation Division, Fiscal Forecasting and Policy Branch, county welfare department staff, and Statewide Automated Welfare System (SAWS) staff.

E. ACTIONS AND CONSEQUENCES:

The RDA II assists in providing data analysis to Department decision-makers and program staff for the development of policy and/or determination of program direction. Lack of oversight on the part of the RDA II could lead to inaccurate data reporting and faulty findings and the risk of adopting procedures and policies that are not effective in improving the outcomes for those in need of social services.

F. OTHER INFORMATION:

This job requires strong PC, analytical, statistical, interpersonal communication and writing skills. Ability to reason logically and creatively; present ideas and information in a concise and effective manner both orally and in writing; demonstrate open-mindedness, flexibility and tact. The RDA II embeds an equity perspective in all aspects of the research process and utilizes available tools to demonstrate inequities throughout work. The RDA II uses various programs to effectively conduct data activities, including, but not limited to, Microsoft Excel and Access, SAS, and Tableau. Knowledge and use of various data bases and statistical software packages is desired.

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:	POSITION NUMBER:
Research Data Analyst I (RDA I)	800-250-5729-700
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Family E&E Division / CalFresh and Nutrition Branch	CalFresh Administration
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Andrea Brayboy	Career Executive Assignment (CEA)

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)*
- [x] None
- [ ] Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE 9/26/2023	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

[x] None | Supervisor | Lead Person | Team Leader

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

Total number of positions for which this position is responsible:

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

Position does not act in a lead capacity.

MISSION OF ORGANIZATIONAL UNIT:

The CalFresh and Nutrition Branch provides policy direction, program monitoring, outreach, and nutrition education to protect the health of some of California's most at risk populations through CalFresh, known federally as the Supplemental Nutrition Assistance Program (SNAP).

CONCEPT OF POSITION:

Under the direct supervision of the CalFresh Branch Chief, the RDA I serves as a data analyst and conducts varied research activities to support data collection and analysis for the CalFresh and Nutrition Branch. The RDA I is responsible for data interpretation, analysis, validation, compilation, summary and visualization, and training. This position is also responsible for data activities in program evaluation as well as other data projects.

A. RESPONSIBILITIES OF POSITION:

30% Compile data and create reports, summaries, publications, charts, visualizations, and dashboards on county and state level data related to the CalFresh program areas. The RDA I serves as the secondary data analyst and assists with varied complex research activities to support data collection and analysis for the CalFresh Branch. Using complex geographic, demographic, and participation data, the analyst will work to highlight state population inequities in access and outcomes, intentionally incorporating an equity perspective across all research activities. Provide recommendations to improve client outcomes, contractual results, and program access. Utilize programs such as SAS, Excel, Access, Tableau, and other programs as needed.

20% Program evaluation activities (i.e. Program Reach Index [PRI]). Utilize available data and information to assess program effectiveness. This includes monitoring, maintaining, and tracking CalFresh data, including but not limited to current caseload movement, churn, demographic information, etc. Partnering with state, academic researchers, and county staff, RDA I will assist with performance measure implementation and associated data collection/analysis activities. Provide recommendations for program development, improvement, and access based upon research. Participate in collaborative efforts with state, county, and other key stakeholders to share data from varying sources to improve CalFresh program processes, access, and participant outcomes.

20% Special data activities the RDA I will assist with:
• CalFresh on-going data needs (i.e. CalFresh Data Dashboard);
• CalFresh Data Dashboard and data reports (i.e. queries);
• Disaster CalFresh data reporting requirements;
• Federal reports;
• Promote equity by examining disparities in program access and outcomes. Utilize disaggregated data to identify, explore, and explain the factors that contribute to disparate outcomes to inform and improve policies, processes, and the program;
• Support the development of presentations and other materials for use by Department leadership, county partners, and other external public or private sector stakeholders; and
• Other data projects, as needed.

15%: Review and validate data from county and state sources. Work collaboratively to resolve identified issues; and, monitor data to ensure errors/anomalies have been corrected.

5%: Work with department fiscal and Branch staff in the development of CalFresh budget assumptions, fiscal impact of legislative bills, and assumptions and fiscal impact of legislative proposals.

5%: Create and deliver trainings. Participate in leading data literacy capacity building activities, and create resources and tools.

5%: Performs other duties as needed pertaining to the Branch. Occasional travel may be required.

B. SUPERVISION RECEIVED:

The RDA I receives supervision and instruction from the CalFresh Branch Chief, and reports directly to the Chief Executive Assignment (C.E.A.).

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The RDA I works collaboratively with internal and external stakeholders, including other CDSS program staff, Research and Automation Division, Fiscal Forecasting and Policy Branch, county welfare department staff, and Statewide Automated Welfare System (SAWS) staff.

E. ACTIONS AND CONSEQUENCES:

The RDA I assists in providing data to Department decision-makers and program staff for the development of policy and/or determination of program direction. Lack of oversight on the part of the RDA I could lead to inaccurate data reporting and faulty findings and the risk of adopting procedures and policies that are not effective in improving the outcomes for those in need of social services.

F. OTHER INFORMATION:

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