

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Research Data Analyst I

POSITION NUMBER:

800-372-5729-910

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

CCDD/Central Operations Branch

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

DRPO/Data Information Support Unit

SUPERVISOR'S NAME:

Jessica Caplinger

SUPERVISOR'S CLASS:

Staff Services Manager I

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.

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 mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other California Department of Social Services (CDSS) programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and child care partners.

CONCEPT OF POSITION:

Under the direct supervision of the Staff Services Manager I (SSM I), the Research Data Analyst I (RDA I) supports data-related activities by assisting with the development of business rules, specifications, and data validations for the collection of information on families receiving child care services funds. The incumbent collaborates with program staff, applies basic data cleaning and processing techniques, and uses statistical tools to replicate reports accurately and efficiently. This is an entry-level position focused on learning and applying research methods to support data integrity and program goals.

A. RESPONSIBILITIES OF POSITION:

45% The RDA I in a learning capacity, gathers and analyzes data from the Child Development Management Information System (CDMIS) and other administrative data sources. The incumbent assists in preparing data specifications, applying basic business rules, and running tests to validate system logic. Performs routine analysis to identify data issues and supports efforts to improve data quality. Provides technical support to internal staff and external contractors in navigating system functionality and resolving issues. Learns and applies analytical methods to support the development of improved data collection and reporting processes.

25% The RDA I in a learning capacity, assists with maintaining and updating data dictionaries, tracking available data elements, and coordinating documentation activities. The incumbent participates in data cleaning and validation processes to support data quality assurance. Works with internal and external child care partners to gather feedback on data issues and identify potential solutions. The RDA I will gain experience in understanding and documenting business and technical needs.

15% The RDA I in a learning capacity, supports research and quality improvement initiatives to enhance data accessibility and use. The incumbent participates in internal work groups to learn how data is used to inform policy and reporting. Assists in compiling research summaries and preparing data visualizations and basic reports.

10% The RDA I with guidance, provides project updates to unit leadership and supports staff training activities by preparing materials and learning tools. The incumbent attends team and division meetings and performs general support functions. Develops foundational knowledge of systems, protocols, and division priorities through training and guided experience.

5% The RDA I with guidance, supports the efforts of the Data, Research, and Planning Office to collaborate, communicate, facilitate, and respond to the data, research, and planning needs of the division including communication within the department and with external entities. Performs other job-related duties as required.

B. SUPERVISION RECEIVED:

The RDA I receives close supervision and direction from and reports to the SSM I in the Data Information Support Unit.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The RDA I has frequent contact with departmental employees, including managers, administrators, and external contact with public and contracted agencies by email, phone or in person.

E. ACTIONS AND CONSEQUENCES:

The RDA I provides statistical information in response to federal reporting requirements and program needs for analysis. Failure to provide accurate information on a timely basis could result in cumulative federal fiscal penalties and inappropriate program decisions.

F. OTHER INFORMATION:

Desirable qualifications for this position include:

- Basic experience with data cleaning, analysis, and manipulation
- Familiarity with statistical tools, R Studio, SQL, or Tableau and willingness to learn
- Interest in solving data issues and learning to interpret system logic
- Ability to collaborate and contribute to team goals
- Clear communication skills, with an interest in presenting data to varied audiences

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Research Data Analyst II

POSITION NUMBER:

800-372-5731-910

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CCDD/Central Operations Branch

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

DRPO/Data Information Support Unit

SUPERVISOR'S NAME:

Jessica Caplinger

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

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CONCEPT OF POSITION:

Under the direct supervision of a Staff Services Manager I (SSM I), the Research Data Analyst II (RDA II) is responsible for providing specifications, business rules, and data validations for data collection on families receiving child care services funds. The incumbent will collaborate with program area experts, have a basic knowledge of statistical software tools, cleaning and processing data, and an ability to replicate reporting with accuracy and efficiency.

A. RESPONSIBILITIES OF POSITION:

45% The RDA II independently gathers, compiles, analyzes and interprets data from the Child Development Management Information System (CDMIS) and other administrative data sources; prepares specifications, business rules, and data validations for data collection on families receiving child care services funds, and analyzes monthly reports to support the unit with outreach to improve data integrity. Creates testing files and run tests to check business rules and data validation. Uses a variety of analytical techniques to resolve or provide information that will improve data collection for CDSS programs. Provides technical support to internal and external users having issues within the system.

25% The RDA II independently coordinates and supports data documentation efforts including, but not limited to, updating and refining data dictionaries, working with multidisciplinary teams to coordinate the creation of data documentation, and tracking available data and data documentation. Creates and performs data cleaning processes to maintain data integrity throughout the system. Collaborates with internal and external users to determine data concerns and recommend solutions.

15% The RDA II independently researches and employs continuous quality improvement on data documentation and visualization/ dissemination of information on available data to address California Department of Social Services program needs. Conducts research on how other public organizations acquire and document data and collaborates on system improvements. Optimizes workflow and division processes around department data sources to help inform division policy and protocols related to data collection systems. Participates in internal collaboration workgroups to define goals and participates in joint activities that provides research-based data to administration and policymakers. The incumbent develops and presents data reports as needed.

10% The RDA II independently keeps the Data Research and Planning Office leadership apprised of the status of projects and issues, recommends solutions, provides technical training to staff regarding data operations and participates in staff meetings.

5% The RDA II independently supports the efforts of the Data, Research, and Planning Office to collaborate, communicate, facilitate, and respond to the data, research, and planning needs of the division including communication within the department and with external entities. Performs other job-related duties as required.

B. SUPERVISION RECEIVED:

The RDA II receives direction from and reports to the SSM I in the Data Information Support Unit.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The RDA II has frequent contact with departmental employees, including managers, administrators, and external contact with public and contracted agencies by email, phone or in person.

E. ACTIONS AND CONSEQUENCES:

The RDA II provides statistical information in response to federal reporting requirements and program needs for analysis. Failure to provide accurate information on a timely basis could result in cumulative federal fiscal penalties and inappropriate program decisions.

F. OTHER INFORMATION:

Desirable qualifications for this position include:

- Proven experience with complex data analysis and transformation
- Proficiency in tools such as R Studio, SQL, or Tableau
- Ability to independently troubleshoot data issues and recommend solutions
- Skilled in cross-team collaboration and aligning data with program goals
- Strong communication skills for presenting findings to technical and non-technical child care partners