

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Research Data Supervisor I (RDS I Sup)

POSITION NUMBER:

800-656-5734-XXX

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

Research, Automation & Data/Enterprise Data Mgmt.

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

Data Bureau/Data Automation Team/Data Solutions Unit

SUPERVISOR'S NAME:

John Baxter

SUPERVISOR'S CLASS:

Research Data Supervisor II (RDS II Sup)

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.

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

SUPERVISOR'S SIGNATURE

DATE

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.

Directly supervises two (2) Research Data Specialist I and one (1) Research Data Analyst II positions

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 Research, Automation, and Data Division's (RADD) mission is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, automation and continuous quality improvement, data visualization and analysis, and research partnerships to improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data lifecycle.

CONCEPT OF POSITION:

Under the general direction of the Research Data Supervisor II (RDS II Sup), the Research Data Supervisor I (RDS I Sup) manages staff whose primary function is to design, build, and maintain repeatable and scalable data collection pipelines using a low-code platform, advancing CDSS program goals through a human-centered lens. The supervisor aligns priorities, resources, and timelines so data moves seamlessly from low-code intake to enterprise storage and reporting, ensuring the timely and dependable delivery of low-code application solutions that produce high quality and efficient data collection.

A. RESPONSIBILITIES OF POSITION:

35% Directs all unit-level administrative functions—including personnel management, standard department trainings, evaluations, recruitment, budget, communications, and space/equipment. Reviews every work product to ensure it meets accuracy, consistency, timeliness, policy, and regulatory standards.

30 % Builds the capacity of unit staff to serve CDSS programs by (1) evaluating business workflows and data-collection methods, (2) identifying optimizations that can be delivered through tested and templated low-code application solutions and (3) presenting actionable recommendations and resource plans. Evaluates training needs related to the low-code platform, conducts learning sessions, develops Standard Operating Procedures and templates as appropriate, and procures vendor training when needed. Conduct knowledge transfer sessions to Research Data Specialist II staff for program requests that require novel or untested solutions.

30% Leads regular unit meetings, assessing and triaging incoming requests for data collection solutions, assigning work based on the availability and skill-level of staff, tracking progress and escalating delays or obstacles to the RDS II Sup, and conducting project completion debriefs to document and apply lessons learned.

5 % Acts on behalf of the Research Data Supervisor II and performs other duties as appropriate for the classification.

B. SUPERVISION RECEIVED:

This position reports directly and receives general direction from the Research Data Supervisor II. The incumbent has discretion and must exercise considerable independence, initiative, and resourcefulness in carrying out responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

The Research Data Supervisor I is responsible for all management functions of the unit, the maintenance of effective policies and procedures and organizational structure and staff.

D. PERSONAL CONTACTS:

The Research Data Supervisor I has contact with California Department of Social Services executive staff, program management staff, staff from other departments, county staff, and various external stakeholders.

E. ACTIONS AND CONSEQUENCES:

The Research Data Supervisor I exercises judgment related to resource allocation, data collection development and deployment. Poor judgment can adversely impact policy and budgetary decisions and adversely affect work effectiveness. Poor decisions could result in delayed or inaccurate data analysis and reporting errors.

F. OTHER INFORMATION:

The ideal candidate for this position will have management experience and have excellent interpersonal and communication skills. Desirable qualifications for this position would be a person who has strong project management, analytical, interpersonal, supervisory, and communication skills. Knowledge and use of project management software is preferred but not required. Other desirable qualifications for this position would be experience working with administrative data in a research setting or previous experience building low-code platform solutions.