

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

(Vacant)

CLASSIFICATION:

Research Data Supervisor II

POSITION NUMBER:

659-5737-910

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

Research, Automation &amp; Data Division (RADD)

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

Research Bureau/Analytic Methods Team

SUPERVISOR'S NAME:

Joaquin Carbonell

SUPERVISOR'S CLASS:

Research Data Manager

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.

Three positions: 1 Research Data Supervisor I, 2 Research Data Specialist II

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:

This position will lead the Analytic Methods Team (AMT) within the Research Bureau. This team has three goals: 1) improve program service delivery and decision-making, 2) produce timely, rigorous, people-centered research, and 3) enhance the analytic capacity of the department.

This position resides in the Research Bureau (RB) of CDSS' Research Automation and Data Division (RADD). The Research Bureau is CDSS's in-house research team that uses quantitative research, computational methods, and insights from cutting-edge social science to drive CDSS program decision-making and improve department processes.

The mission of the California Department of Social Services is to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

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**CONCEPT OF POSITION:**

Under the direction of the Bureau Chief, the RDS II Supervisor will serve as the Principal Data Scientist, overseeing a team of researchers and a portfolio of research projects about CDSS programs and the people they serve. This position will do research and build systems to improve how the Research Bureau and Department does research. They will formulate and execute the vision for how quantitative analytic methods and computational tools are used at CDSS. This position combines a passion for CDSS' mission, a commitment to rigorous, quantitative research, and a drive to operate at the intersection of cutting-edge, actionable, and empathetic research.

**A. RESPONSIBILITIES OF POSITION:**

25%: Direct research projects that use CDSS administrative data and statistical and/or computational methods to generate insights about CDSS programs that will inform policy and service delivery. This requires working collaboratively with CDSS program leaders and other project stakeholders to understand their needs. Responding to those needs involves preparing pitches for research projects, email correspondence and detailed note taking in meetings with project stakeholders, drafting work plans, and documenting decisions made through the research project life cycle. It also includes overseeing technical project management tasks such as developing analysis plans to answer questions of interest, documenting code and data, drafting data use agreements, and using tools like Git and Azure DevOps.

20%: Design and implement quantitative analysis aimed at improving CDSS program outcomes and/or understanding of the people served by CDSS programs. This involves writing code and building efficient data pipelines using programming languages such as R, SQL, and/or Python to process and/or link administrative data and operationalize analysis. Identify the right analytical tools to advance department learning goals, using the simplest and most transparent methods that deliver actionable insights. This ranges from careful descriptive analysis to advanced statistical models such as causal inference methods or machine learning algorithms.

20%: Advise other researchers in identifying the right analytical and computational tools for their investigations and ensure that they are appropriately applied. Develop technical or methodological standards for research conducted by the Bureau and create systems to support adherence to these standards. This involves providing technical direction to other researchers, reviewing and providing feedback on research products or code, and developing guidance on how to implement well-documented, reproducible, and technically rigorous quantitative research. This also involves proactively identifying common coding or methodological challenges across research projects and developing procedures researchers can use to address those challenges.

15%: Direct the development of analytical products that explain our research and distill insights for CDSS decision-makers. This includes preparing written research products, such as executive summaries and written reports, and tailoring the findings based on the needs and interests of the audience. It also includes delivering spoken briefings or presentations and using data visualization to socialize the findings of our work with non-technical audiences.

10%: Contribute to RADD's Knowledge Management work by tracking the latest advances in quantitative methods or social science and maintaining a repository of academic and applied research relevant to CDSS programs. Determine when applying these methods or findings could lead to significant improvements in CDSS program capabilities versus when they only promise marginal improvements. Summarize and identify insights from external research that can inform policy and program service delivery.

5%: Manage staff by providing regular feedback on performance, identifying professional development goals and opportunities to grow, and ensuring compliance with staff policies/procedures (time sheet review, annual performance reviews, etc.)

5%: Performs other duties as appropriate.

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B. SUPERVISION RECEIVED:

The RDS II Sup reports to the Research Data Manager, but works under limited supervision with considerable latitude for the use of initiative and independent judgment.

C. ADMINISTRATIVE RESPONSIBILITY:

The RDS II Sup is responsible for all management functions of the Team including support and oversight structures for their staff.

D. PERSONAL CONTACTS:

The Research Data Supervisor II consults with and advises managers from fiscal and other program areas on quantitative methods. They represent CDSS and its position in meetings with other governmental personnel, stakeholders, and county agencies. The incumbent must be able to gain the confidence and support of key stakeholders and advise them on a range of opportunities and challenges analytic and computational tools.

E. ACTIONS AND CONSEQUENCES:

Recommendations and decisions are made concerning the methods used for approaching and performing various program research and evaluation projects. Faulty decisions would result in incorrect statistical information being released on CDSS programs that is used by Department management and other state agencies.

F. OTHER INFORMATION:

Desirable qualifications include:

1. Experience using statistical models (principally regression methods) and computational methods (such as machine learning).
2. Lived experience interacting with CDSS or other social safety net programs.
3. Programming experience in R, Python, SQL, SAS and/or other languages.
4. Experience with version control (Git) and cloud-based, relational databases (Snowflake)
5. Knowledge of experimental and quasi-experimental research methods.
6. Experience working or strong interest in safety net, child welfare, and/or child care policy.