

State of California - Department of Social Services – **PROPOSED**

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Research Data Analyst I

POSITION NUMBER:

800-241-5731-910DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***FEED/ CalWORKS & Family Resilience / Sacramento**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Program Administration and Research Section, Research Unit**

SUPERVISOR'S NAME:

Ravenpreet Gill

SUPERVISOR'S CLASS:

Supervisor ISPECIAL 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: 0

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

NA

MISSION OF ORGANIZATIONAL UNIT:

To provide policy instructions and oversight of the California Work Opportunity and Responsibility to Kids (CalWORKs) program (welfare in California) to 58 county welfare departments. The CalWORKs program provides cash assistance and supportive services to needy families as they work their way to self-sufficiency.

CONCEPT OF POSITION:

Under the general supervision of the Program Administration and Research Section Chief, within the Program Innovation and Evaluation Bureau of the CalWORKs and Family Resilience Branch, the Research Data Analyst I will support program staff and Department data and fiscal staff, on data related activities for CalWORKs programs. This includes acting as a lead data analyst and conducting varied complex research activities.

A. RESPONSIBILITIES OF POSITION:

25%: The RDA I serves as the supporting data analyst and conducts varied research activities to support data collection and analysis for the CalWORKs and Family Resilience Branch. Much of this data and research activity is in support of the California Outcomes and Accountability Review (Cal-OAR), Welfare-to-Work (WTW) data and analysis project and the Client Satisfaction Survey (CSS). The incumbent translates written definitions into technical specifications, developing pseudo code and production-level programming using tools; such as SAS, Python and SQL. This work supports Cal-OAR Performance Measures, CSS, Tribal TANF, and other related data initiatives. This position is also responsible for assisting data activities in program evaluation as well as other data projects focused on tracking and improving program participant engagement and outcome. The RDA I works collaboratively with internal and external stakeholders to coordinate and review large data outputs, in close partnership with the Research Automation and Data Division (RADD), Fiscal Forecasting and Policy Branch, county health and human services agency staff, and Statewide Automated Welfare System (CalSAWS) staff. The RDA I embeds an equity lens in all aspects of the research process and utilizes available tools to demonstrate inequities throughout work. Support in creating and delivering trainings, leading data literacy capacity building activities, and creating resources and tools for Branch staff and county partners as needed.

25%: Compile data and create reports, summaries, publications, charts, visualizations, and dashboards on county and state level data related to the CalWORKs program areas. Interpret and analyze statewide and county CalWORKs data, utilization trends and key performance indicators from an array of available resources (including public databases, reports, surveys, contractors, SAWS and demonstration projects) through partnership with RADD, processing millions of WTW data points each month. Using complex geographic, demographic, and participation data, 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, Tableau, and other programs as needed in support of data analysis and research. The RDA I is responsible for data interpretation, analysis, validation, compilation, summary and visualization, and training of other state and county staff and will review and validate data from county and state sources - working collaboratively with RADD, Branch leadership and county health and human service departments to resolve identified issues and monitor data to ensure errors/anomalies have been corrected.

25%: Support program development and evaluation activities for the CalWORKs Home Visiting Program. This includes supporting HVP 19 analysis and integrating data sharing agreements with California Department of Public Health, the Department of Health Care Services, First 5 California, and other partner agencies, as appropriate, to ensure alignment of cross-system performance measures and reporting requirements. Partnering with state, academic researchers, and county staff, RDA I will support performance measure implementation and associated data collection/analysis activities. This includes monitoring, maintaining, and tracking of CSS data, including but not limited to program models, participation rates, demographics, etc., tracking trends over time, and assisting with the production of performance measures. Provide recommendations for program improvement and access based upon complex research. Analyst will also participate in collaborative efforts with state, county, and other key stakeholders to share data from varying sources to improve program processes, access rates, and overall participant outcomes, utilizing various programs to effectively conduct data activities, including, but not limited to, Microsoft Excel, SAS, and Tableau.

20%: Special data activities:

Support the CalWORKs Interactive Summary by coordinating, drafting, and editing a comprehensive publication on all CalWORKs activities and data during a state fiscal year. Draft state response to the Federal Government for Work Participation Rate. Collaborate with partners for the Statewide Verification Hub to support county business processes and 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, founded in programmatic data and comprehensive in nature. For California Tribal TANF, RDA I will calculate caseloads through comprehensive population data analysis utilizing SQL and other programs as needed.

Other data projects, as needed.

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

B. SUPERVISION RECEIVED:

The Research Data Analyst I receives general supervision from the Research Unit manager (Supervisor I) and is expected to act with a high degree of independence.

While no supervision is exercised, the Research Data Analyst I leads bureau analysts in the Bureau's data related activities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Research Data Analyst I has daily contact with Bureau, Branch, and Executive management within the department, as well as frequent contact with staff and managers in other departments and organizations involved in or impacted by the CalWORKs program, including county and legislative staff.

E. ACTIONS AND CONSEQUENCES:

The Research Data Analysts I's data analysis will affect departmental policy and program decisions. Poor judgment and/or poor analysis can adversely impact the successful operation of the CalWORKs program.

F. OTHER INFORMATION:

The Research Data Analyst I is expected to have good qualitative analysis capabilities and work in a team setting and/or lead capacity. Knowledge of county CalWORKs' operations and data systems is important. Good interpersonal skills are critical to the Research Data Analyst I's success. This position may require up to 10 percent travel.

State of California - Department of Social Services – **PROPOSED**

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Research Data Analyst II

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- Performs other duties requiring high physical demand. (*Explain below*)
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I certify that this duty statement represents an accurate description of the essential functions of this position.

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Two to four Staff Services Analysts/Associate Governmental Program Analysts, as needed.

MISSION OF ORGANIZATIONAL UNIT:

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CONCEPT OF POSITION:

Under the general supervision of the Program Administration and Research Section Chief, within the Program Innovation and Evaluation Bureau of the CalWORKs and Family Resilience Branch, the Research Data Analyst II will work independently, as well as with program staff and Department data and fiscal staff, on data related activities for CalWORKs programs. This includes acting as a lead data analyst and conducting varied complex research activities.

A. RESPONSIBILITIES OF POSITION:

25%: The RDA II serves as the lead data analyst and independently conducts varied research activities to support data collection and analysis for the CalWORKs and Family Resilience Branch. Much of this data and research activity is in support of the California Outcomes and Accountability Review (Cal-OAR), Welfare-to-Work (WTW) data and analysis project and the Client Satisfaction Survey (CSS). The incumbent translates written definitions into technical specifications, developing pseudo code and production-level programming using tools; such as SAS, Python and SQL. This work supports Cal-OAR Performance Measures, CSS, Tribal TANF, and other related data initiatives. This position is also responsible for assisting data activities in program evaluation as well as other data projects focused on tracking and improving program participant engagement and outcome. The RDA II works collaboratively with internal and external stakeholders to coordinate and review large data outputs, in close partnership with the Research Automation and Data Division (RADD), Fiscal Forecasting and Policy Branch, county health and human services agency staff, and Statewide Automated Welfare System (CalSAWS) staff. The RDA II embeds an equity lens in all aspects of the research process and utilizes available tools to demonstrate inequities throughout work. Lead in creating and delivering training, leading data literacy capacity building activities, and creating resources and tools for Branch staff and county partners as needed.

25%: Compile data and create reports, summaries, publications, charts, visualizations, and dashboards on county and state level data related to the CalWORKs program areas. Interpret and analyze statewide and county CalWORKs data, utilization trends and key performance indicators from an array of available resources (including public databases, reports, surveys, contractors, SAWS and demonstration projects) through partnership with RADD, processing millions of WTW data points each month. Using complex geographic, demographic, and participation data, 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, Tableau, and other programs as needed in support of data analysis and research. The RDA II is responsible for data interpretation, analysis, validation, compilation, summary and visualization, and training of other state and county staff and will review and validate data from county and state sources - working collaboratively with RADD, Branch leadership and county health and human service departments to resolve identified issues and monitor data to ensure errors/anomalies have been corrected.

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Other data projects, as needed.

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

B. SUPERVISION RECEIVED:

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While no supervision is exercised, the Research Data Analyst II leads bureau analysts in the Bureau's data related activities.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Research Data Analyst II has daily contact with Bureau, Branch, and Executive management within the department, as well as frequent contact with staff and managers in other departments and organizations involved in or impacted by the CalWORKs program, including county and legislative staff.

E. ACTIONS AND CONSEQUENCES:

The Research Data Analysts II's data analysis will affect departmental policy and program decisions. Poor judgment and/or poor analysis can adversely impact the successful operation of the CalWORKs program.

F. OTHER INFORMATION:

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