

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Research Data Supervisor I (RDS I (Sup))

POSITION NUMBER:

800-656-5734-002

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

Research, Automation & Data/Research & Data Insights

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

Data Bureau/State & Federal Reporting Unit 1

SUPERVISOR'S NAME:

Christina Hoerl

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.

(4) Research Data Specialist I (RDS I)

Total number of positions for which this position is responsible: 4 Positions

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

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) launched the Research, Automation and Data division (RADD) to build a sustainable data culture within the department and maximize the full value of its data assets. RADD is responsible for working with Information Services (technology) and program partners throughout the data life cycle to ensure best practices are elevated toward the goal of serving California's most vulnerable families using a human-centered and data-driven approach. Within RADD, the Research and Data Insights (RDI) Branch focuses on leading directed and exploratory research projects within the department by using the full array of department wide data assets, synthesizing research findings and insights in reports, dashboards, or presentations to help our program partners derive meaningful and impactful data-driven decisions for the families and children who they serve throughout the state of California. RDI researchers also work across the division with other areas of RADD to help ensure department wide data is collected accurately and efficiently and to help inform department wide data literacy trainings designed to enhance knowledge of data tools and techniques.

CONCEPT OF POSITION:

Under the general direction of the Research Data Supervisor II (RDS II (Sup)), the Research Data Supervisor I (RDS I (Sup)) is responsible for meeting, tracking and reporting on state and federal requirements for various programs and policies. The RDS I (Sup) plans and guides the work of research and analytical staff for the purpose of analyzing and reporting on data related to all programs and services supported by CDSS; emphasis on automating and streamlining regular reporting requirements. The incumbent in this position ensures Bureau policies and guidelines are implemented and followed.

A. RESPONSIBILITIES OF POSITION:

25%: Supervise and Develop Analytical Staff: Plan, organize, and direct the work of professional staff performing data management and analytical activities involving CDSS administrative data assets. Train, mentor, and coach staff in analytical techniques, interpretation of social services program data, and effective use of statistical and data processing tools. Provide guidance on workload prioritization, technical problem solving, and ensuring accuracy and consistency across analytical products. The incumbent collaborates with program experts to ensure analyses appropriately reflect program requirements, policy context, and operational realities.

25%: Oversee Data Support for Budget Forecasting Processes: Ensure staff prepare complete, accurate, and timely administrative datasets needed to determine county allocations and build the governor's budget. Ensure that staff apply appropriate analytic methods to support accurate caseload and cost estimates for assigned CDSS programs. The incumbent reviews all related data submissions to verify completeness, timeliness, and alignment with budget specifications and analytical standards.

25%: Supervise Federal Reporting and Data Transmission: Oversee the timely, accurate, and complete transmission of federally mandated datasets to the appropriate federal agencies. Coordinate discussions with federal and state partners to address data trends, anomalies, reporting concerns, and data quality issues. The incumbent provides consultation to staff on the use of statistical analysis software and other analytical tools related to federal reporting, and monitors compliance with all federal submission requirements to ensure data integrity and adherence to reporting timelines.

20%: Direct Data Analysis, Reporting, and Custom Data Requests: Guide staff in applying administrative data to fulfill customized data requests and analytical needs from internal and external stakeholders. Ensure compliance with all state reporting requirements and monitor the quality of datasets, reports, and analytical products prepared by staff. Oversee the development, review, and dissemination of analytical findings related to social services program performance, data trends, and operational questions, and provide direction on documentation, data quality standards, and reproducibility of analytic work.

5%: Perform other administrative and supervisory activities as appropriate.

B. SUPERVISION RECEIVED:

The Research Data Supervisor I (RDS I (Sup)) receives general direction from and reports directly to the Research Data Supervisor II (RDS II (Sup)).

C. ADMINISTRATIVE RESPONSIBILITY:

The RDS I (Sup) directly supervises four Research Data Specialist I positions and other analytical staff, depending on the needs of projects. The RDS I (Sup) also provides direction to other members of the Section requiring assistance.

D. PERSONAL CONTACTS:

The RDS I (Sup) has frequent contacts with the RDS II (Sup) to report on activities. The RDS I (Sup) also has frequent contact with CFSD and FEED managers, other Branch and Department managers and Executive staff regarding consultative services related to data information needs for social service programs, county welfare stakeholder groups, county welfare staff and other outside entities.

E. ACTIONS AND CONSEQUENCES:

Poor judgment and decisions will result in incorrect statistical information being released that is used by Department management, other state, government agencies, researchers, media, and the public.

F. OTHER INFORMATION:

Experience and knowledge of social services programs and issues, statistics and techniques and methods of data collection and analysis is preferred. Knowledge of Statistical Analysis Software and Structured Query Language is desirable. Incumbent should have excellent communication and interpersonal skills, be responsive and flexible to staff, program and management needs.