

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Research Data Specialist (RDS) I

POSITION NUMBER:

800-472-5742-XXX

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

HHD / Data, Integration, and Operations Branch

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

Data Automation and Innovation Unit

SUPERVISOR'S NAME:

Nishrin Kachwala

SUPERVISOR'S CLASS:

Research Data Supervisor 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.		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.

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 vision of the California Department of Social Services, Housing and Homelessness Division is to empower communities to end homelessness and promote housing stability for all Californians. The Division currently oversees seven Housing and Homelessness programs serving children and families, older adults, and adults with disabilities. Our mission is to work with stakeholders to:

- Integrate social services with housing support services
- Share best practices and creative solutions
- Increase access to benefits and client-centered services
- Ensure any instance of homelessness is rare, brief, and non-recurring.

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**CONCEPT OF POSITION:**

Under the general direction of the Research Data Supervisor I, the Research Data Specialist I supports the design, coordination, and implementation of automated data infrastructure and technical workflows for the Housing and Homelessness Division (HHD). The incumbent supports the development, maintenance, and improvement of enterprise data pipelines, integration processes, and automation workflows and data governance processes to enhance the collection, transfer, validation, and usability of data from internal and external partner systems.

The Research Data Specialist I leads complex data integration efforts, including the ingestion, transformation, and standardization of cross-agency and other external datasets, to improve data quality, consistency, and efficiency in program data operations. This role requires analytical experience in social services and a functional understanding of data automation, systems integration, and technical workflow development and data governance practices. While not responsible for policy development, the incumbent provides the technical foundation and automated data solutions that support program reporting, evaluation, and evidence-based decision-making to improve housing outcomes.

**A. RESPONSIBILITIES OF POSITION:****30% Data Engineering & Pipeline Contribution**

Support the development and maintenance of data pipelines for ingesting HHD program data into a centralized analytics platform. Develop and apply statistical and data engineering methods to identify program trends, evaluate data quality, and highlight opportunities for performance improvement to support technical assistance planning. Assist in integrating and standardizing tribal and cross-agency datasets to establish a reliable single source of truth for housing and homelessness data. Collaborate with internal and external researchers and stakeholders to ensure program analyses are accurate, efficient, and aligned with business needs

**25% Data Automation Support & Governance**

Contribute to the planning and technical execution of system development and automation for improved HHD program data collection. Support the development of data integration and automated data exchange solutions to facilitate the extraction, transfer, and validation of data from external agencies and partner systems. Maintain and support data governance processes, including documentation of data definitions, data standards, quality control procedures, validation rules, and data management workflows to promote consistency, accuracy, and transparency across HHD data systems. Participate in the project approval lifecycle requirements for new system developments and data automation initiatives. Work cooperatively with Departmental partners, including the Information Services Division and system developers, to accomplish necessary technical system improvements and automation of data transfers.

**20% Data Integration & Inter-Agency Coordination**

Develop and maintain a strong working knowledge of HHD programs to ensure data infrastructure effectively supports programmatic requirements. Partner with internal HHD stakeholders to provide the high-quality, processed data and automated tools they need to conduct evaluations and inform policy. Work cooperatively with Departmental partners, including the Information Services Division, to ensure data integration efforts align with established standards.

**15% Technical Evaluation Support**

Support the development of program evaluations by contributing to the technical deliverables and specifications of evaluation contracts. Provide technical support for external evaluations, ensuring that pre-existing data systems and automated pipelines are leveraged effectively. Coordinate with internal entities to ensure data extracts provided for evaluations are accurate, timely, and consistent.

**5% Dashboard, Tableau, and Reporting Support**

Design and maintain Tableau dashboards, produce reports, and communicate findings to HHD program staff, CDSS executive leadership, and key stakeholders. Translate validated data into clear visualizations and summary reports that support HHD program staff, CDSS executive leadership, and key stakeholders.

5%: Complete other duties as related to the classification and the Housing and Homelessness Division.

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B. SUPERVISION RECEIVED:

The RDS I works under the general supervision and direction of the Research Data Supervisor I. This role requires initiative and strong technical problem-solving skills to complete assignments involving data automation and pipeline maintenance. Progress reports and final deliverables, including automation scripts and data models, are reviewed for completeness, accuracy, consistency, and alignment with established data management and organizational standards.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The RDS I interacts with all levels of CDSS management, program staff, and technical teams within the Information Services Division. They also engage with grantee staff, Continuums of Care (CoCs), and technical representatives from external agencies or tribal partners to facilitate data integration and cross system data transfers.

E. ACTIONS AND CONSEQUENCES:

The RDS I uses professional judgment to support the design and maintenance of automated data pipelines and related data integration processes. Errors in data engineering, automation scripts, or data integrity could result in unreliable datasets and reporting. These issues could contribute to misinformed policy and funding decisions by division leadership and stakeholders, ultimately reducing the state's ability to allocate resources effectively to address homelessness for individuals and families.

F. OTHER INFORMATION:

The RDS I should have a working knowledge of data engineering concepts and experience with SQL, Python, or similar tools used for data automation and data integration. Experience with, or a strong interest in learning about, California's housing and homelessness programs and related policies is highly desirable. This knowledge helps ensure that the technical solutions and data pipelines supported by the incumbent are accurate, relevant, and aligned with the division's goals. Familiarity with modern data platforms and housing-related data systems, such as HMIS, is also highly valuable in supporting the unit's automation and innovation efforts.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Research Data Analyst (RDA) II

POSITION NUMBER:

800-472-5731-XXX

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

HHD / Data, Integration, and Operations Branch

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

Data Automation and Innovation Unit

SUPERVISOR'S NAME:

Nishrin Kachwala

SUPERVISOR'S CLASS:

Research Data Supervisor I

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

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- Integrate social services with housing support services
- Share best practices and creative solutions
- Increase access to benefits and client-centered services
- Ensure any instance of homelessness is rare, brief, and non-recurring.

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**CONCEPT OF POSITION:**

Under the general supervision of the Research Data Supervisor I, the Research Data Analyst II provides support for the design, coordination, implementation, and maintenance of automated data infrastructure and technical workflows for the Housing and Homelessness Division (HHD). The incumbent provides support for the development, maintenance, and improvement of enterprise data pipelines, integration processes, automation workflows, and data governance processes to enhance the collection, transfer, validation, documentation, and usability of data from internal and external partner systems.

The Research Data Analyst II provides support for data integration efforts, including the ingestion, transformation, standardization, and validation of cross-agency and other external datasets, to improve data quality, consistency, and efficiency in program data operations. This role requires analytical experience in social services and a functional understanding of data automation, systems integration, data quality review, technical workflow documentation, and data governance practices. While not responsible for policy development, the incumbent provides analytical and technical support that contributes to program reporting, evaluation, and evidence-based decision-making to improve housing outcomes

**A. RESPONSIBILITIES OF POSITION:****30% Data Engineering & Pipeline Contribution**

Provide support for the development, maintenance, and documentation of data pipelines used to ingest HHD program data into a centralized analytics platform. Support statistical and data engineering activities to identify program trends, evaluate data quality, and highlight opportunities for performance improvement to support technical assistance planning. Assist with the integration and standardization of tribal, cross-agency, and other external datasets to support a reliable single source of truth for housing and homelessness data. Provide support to internal and external researchers and stakeholders by preparing data, documenting processes, and helping ensure program analyses are accurate, efficient, and aligned with business needs

**25% Data Automation Support & Governance**

Provide support for the planning and technical execution of system development and automation efforts to improve HHD program data collection. Support the development of data integration and automated data exchange solutions to facilitate the extraction, transfer, validation, and quality review of data from external agencies and partner systems. Maintain and support data governance processes, including documentation of data definitions, data standards, quality control procedures, validation rules, and data management workflows to promote consistency, accuracy, and transparency across HHD data systems. Provide support for project approval lifecycle requirements for new system developments and data automation initiatives. Work cooperatively with Departmental partners, including the Information Services Division and system developers, to support technical system improvements and automation of data transfers

**20% Data Integration & Inter-Agency Coordination**

Develop and maintain a strong working knowledge of HHD programs to ensure data infrastructure and related support activities align with programmatic requirements. Provide support to internal HHD stakeholders by preparing high-quality, processed data and automated tools needed to conduct evaluations and inform policy. Work cooperatively with Departmental partners, including the Information Services Division, to support data integration efforts that align with established standards, governance practices, and departmental requirements.

**15% Technical Evaluation Support**

Provide support for program evaluations by assisting with technical deliverables and specifications for evaluation contracts. Provide technical support for external evaluations by helping ensure pre-existing data systems, automated pipelines, and approved data governance processes are leveraged effectively. Coordinate with internal entities to support accurate, timely, and consistent data extracts for evaluations, in alignment with established data definitions and quality standards

**5% Dashboard, Tableau, and Reporting Support**

Provide support for the design, maintenance, and updating of Tableau dashboards and related reports as needed to support program monitoring, internal analysis, executive briefings, and stakeholder communication. Assist in translating validated data into clear visualizations and summary reports that support HHD program staff, CDSS executive leadership, and key stakeholders.

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5% Complete other duties as related to the classification and the Housing and Homelessness Division.

B. SUPERVISION RECEIVED:

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C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

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E. ACTIONS AND CONSEQUENCES:

The RDA II uses professional judgment to support the design and maintenance of automated data pipelines and related data integration processes. Errors in data engineering, automation scripts, or data integrity could result in unreliable datasets and reporting. These issues could contribute to misinformed policy and funding decisions by division leadership and stakeholders, ultimately reducing the state's ability to allocate resources effectively to address homelessness for individuals and families.

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