

DUTY STATEMENT

DS 3022 (05/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
POPULATION RISK, QUALITY ASSURANCE, AND DATA OPERATIONS
RISK MANAGEMENT BRANCH
RISK MANAGEMENT DATA OPERATIONS SECTION**

DUTY STATEMENT

JOB TITLE: RESEARCH DATA SUPERVISOR II

POSITION #: 472-540-5737-003

WORKING TITLE: Section Chief

EMPLOYEE NAME:

POSITION DESCRIPTION: The Research Data Supervisor II (RDS II) oversees Special Incident Reporting (SIR) and Risk Management data operations and analytical support functions related to incident reporting, forecasting, trend analysis, system performance, and regulatory reporting across multiple statewide platforms, including San Diego Information System (SANDIS), Regional Center portals, internal resource sites, and the developing Life Outcomes Improvement System (LOIS). The position is responsible to manage a data team responsible for ensuring accuracy, consistency, integration, and usability of data used to support policy development, operational and programmatic decision-making, risk oversight, quality improvement activities, and regulatory compliance efforts. The RDS II leads development and maintenance of dashboards, analytical models, reporting tools, and system enhancements used to evaluate incident trends, monitor performance, identify emerging risks, and support mitigation strategies and positive outcomes for individuals served. The position collaborates closely with internal and external partners to support statewide Risk Management infrastructure, alignment of reporting practices, and ongoing system improvements. The RDS II provides leadership, direction, and oversight to staff while remaining actively involved in operational activities necessary to support the branch's objectives and broader departmental initiatives.

SUPERVISION EXERCISED: This position supervises supervisors and rank and file staff.

SUPERVISION RECEIVED: Under general direction and supervision from the Branch Chief of the Risk Management Branch.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 40% Provides advanced supervision, technical direction, and oversight to a team of subordinate staff, particularly in the areas of data integration, extraction, management, visualization, and the development of statistical and analytical data products for use by internal teams and external partners. Reviews staff work, performs assignment review, and leads the identification of critical skill gaps and training needs to ensure staff are prepared to meet both current and evolving organizational goals for the branch, division, and department. Oversees and manages strategic planning activities related to Special Incident Reporting (SIR) and Risk Management data operations, reporting systems, and statewide analytical initiatives. This includes collaboration with but not limited to Community Operations, Clinical Services, State Operated Facilities, Information Technology Division, Regional Center portals, internal resource sites, and the developing Life Outcomes Improvement System (LOIS). The RDS II is responsible for the evaluation of incident trends, forecasting impacts, monitoring system performance, and supporting alignment of reporting practices to inform operational decision-making, policy development efforts, risk mitigation strategies, and quality improvement activities. In addition, the position oversees ongoing assessment and refinement of analytical models, reporting outputs, and data quality processes to ensure accuracy, consistency, and reliability of information used to support statewide Risk Management objectives.
- 30% The RDS II collaborates with internal and external stakeholders to proactively lead the development of written data analytics of incident reporting, ensuring the timely availability of high-quality data for analysis. Works collaboratively with leadership within the Risk Management Branch and leadership from other divisions to identify and assess data analytics tools, technologies, and platforms for suitability and integration into Branch projects. Drives the development of visually compelling and informative reports, dashboards, and interactive displays that effectively communicate analytical findings and trends. Ensures the accuracy, relevance, and timeliness of data visualizations, and reports produced by the unit, and provides consultation in the development of data visualizations for other organizational units. Provides guidance and support, as needed, to develop new data collection, data integration, strategies that maximize efficiency, reproducibility, and access to timely and accurate information. Leads teams in support of local regional centers to increase data access, data fluency, visualization, and reporting.
- 10% Oversees staff development in risk management planning and design while ensuring staff in developing skills related to data quality, trend analysis, system enhancements, cross-divisional collaboration, and communication of analytical findings used to inform operational and programmatic decision-making. In addition, the position oversees coordination of projects and team activities to support effective implementation of departmental priorities and statewide Risk Management objectives.

- 10% Evaluates analytical projects, reporting initiatives, and system enhancement efforts related to Special Incident Reporting (SIR) and Risk Management to ensure alignment with departmental priorities, operational needs, and regulatory requirements. Assesses workload, staffing, and technical resource needs in collaboration with management to support implementation of approved projects and ongoing statewide reporting activities. Provides oversight of analytical and data-related initiatives by monitoring progress, identifying operational or system risks, supporting staff performance, and ensuring timely and accurate completion of assignments and deliverables. Ensures data management, reporting, and analytical activities are conducted in compliance with applicable laws, regulations, policies, confidentiality requirements, and departmental standards related to data security and information integrity.
- 5% Leads the design, development, and quality assurance of risk management deliverables that includes but is not limited to publications, reports, and data analyses, providing guidance and oversight to staff throughout the writing and dissemination process. Presents and interprets evaluation and findings at internal meetings, conferences, and external forums while ensuring clarity, accuracy, and actionable insights. Serves as a representative of the Risk Management Branch, and the department in intra-departmental and external stakeholder engagements, including initiatives related to the service delivery for individuals supported by the department

Marginal Job Functions:

- 5% Occasional coverage for branch management and supervisors. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Onsite work is performed in an open-spaced, partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a computer. Occasional daytime and overnight statewide travel may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Advanced data analysis capabilities; manipulate, model, and interpret complex datasets using statistical and programming tools; deep understanding of relational databases, data warehouses and data repository management; proficiency in creating interactive and visually compelling dashboards and reports using PowerBI, or similar visualization tools.

Ability to: Think strategically and anticipate future challenges and opportunities; the ability to communicate ideas, expectations, and feedback clearly and concisely while fostering open and transparent collaboration; adaptability in the face of change and uncertainty; strong decision-making and problem-solving skills.

CERTIFICATION OR LICENSE: None.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
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_____ Supervisor Name (Print)	_____ Supervisor Signature	_____ Date
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Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.