

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-250-5742-XXX				
UNIT NAME AND CITY LOCATED CCHCS Human Resources Section Projects and Reporting Solution Services	CLASSIFICATION TITLE Research Data Specialist I				
	WORKING TITLE Research Data Specialist I				
	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove, CA				
INCUMBENT (If known)	EFFECTIVE DATE				

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

CDCR/CCHCS values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

CDCR and CCHCS are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for staff as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

PRIMARY DOMAIN:

Under the general direction of the Research Data Supervisor (RDS) II, Human Resources Projects and Reporting Solution Services, the Research Data Specialist I is responsible for the most complex statistical inferential analysis and assessment in the evaluation, analysis, and reporting. The incumbent will evaluate, develop and provide data needed to make department-wide data driven decisions. The incumbent will independently conduct the more complex data analysis, data validation, data issue resolution and support the HR goals and initials. The incumbent will provide ongoing data system analysis for program evaluation and program monitoring.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS**40%**

Independently performs the more complex data analysis in response to ad-hoc research and reporting requests utilizing various business operating platforms to query, formats and organizes structure and unstructured data to trend and assess potential impact. Performs research and analytical duties related to HR recruitment, retention, and trends. Reviews, classifies, and records data in preparation for analysis. Monitors and evaluates data collection progress and performance, such as response rate calculations, relationships between variables, and the ability to make predictions based upon the proposed methodology. Prepares data for processing by organizing

<p>30%</p> <p>25%</p> <p>5%</p>	<p>information, checking for inaccuracies, and adjusting and weighting the raw data, if needed. Reviews and reports on current workforce demographics and workforce planning efforts. Analyzes and interprets statistical data to identify significant differences in relationships among sources of information. Compiles data and develops reporting methods to demonstrate recruitment and workforce development/retention efforts. Evaluates current, applicable economic and labor market data to assist in identifying potential future areas of concern and correlate with current data sets.</p> <p>Identifies new strategies or edits existing methodologies for collecting data; coordinating data analysis efforts and assessing patterns to forecast future impacts and trends. Develops various annual, quarterly, monthly, and/or ad hoc reports that provide a complete and comprehensive overview of findings, in addition to a detailed narrative with supporting graphical displays of HR data. Presenta data as needed to appropriate groups. Provides recommendations for improvements of recruitment and workforce development/retention services. Conducts research in areas specific to HR and participate in the creation of and data collection for HR-related metrics designed to assess the value of the HR services offered to CCHCS' customer base. Develop ad hoc reports on an as needed basis. Maintains awareness of trends in HR data reporting and analysis. Researches data analysis and reporting platforms and ensure competency by attending trainings and conducted research.</p> <p>Assists in the most complex issues in projects and reporting compliance by preparing action plans and coordination of data to ensure compliance with court ordered reporting. Researches and identifies opportunities to improve processes and coordinate efficiency in the collecting and analyzing of data to find the root cause in reporting errors and develops a course of action to obtain accuracy within reports. Monitors progress towards the deliverables on projects and initiatives for HR by providing consultative services. Prepares recommendations for performance and system improvements. Participates in design, development, and presentation of training and related materials related to HR automation for system administration functions and end-users. Creates conformity by comparing data for consistency in order to ensure data integrity for reports and project deliverables.</p> <p>Performs other related duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures.</p> <p>Design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods.</p> <p>Principles and concepts applied in research and statistical settings; principles and concepts appropriate to data and research techniques and methodologies; operations research methods; current data analytics processes, including the utilization of business intelligence software programs; broad principles of algorithms, data structures, and data management; application of computerized models to research data, statistical and other methods used in the analysis; survey methods and analytical techniques; organizational analysis including data presentation and interpretation; principles and procedures of forecasting, and of research planning, design,</p>

methodology; problem solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.

Query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.

Plan and carry out large scale research and data projects; prepare and present reports and data models; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers, mainframes and/or desktop computers; design and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion; provide technical assistance to professional personnel; establish and maintain cooperative relationships with others, and with stakeholders; communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues.

DESIRABLE QUALIFICATIONS

Experience in research methodology, data analytics, data collection and understanding of data system infrastructure and best practices.

OTHER DOMAINS

NA

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO

<p>HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. 		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>