

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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|   | <b>RPA #</b>   | <b>C&amp;P Analyst Approval</b> | <b>Date</b>             |              |
| <b>Employee Name</b>  | <b>Division</b><br>Research Evaluation & Data Insights   |                                 |                         |              |
| <b>Position No / Agency-Unit-Class-Serial</b><br>461-535-5770-XXX   | <b>Unit</b><br>Evaluation & Data Innovation  |                                 |                         |              |
| <b>Class Title</b><br>Research Data Specialist III  | <b>Location</b><br>Sacramento  |                                 |                         |              |
| <b>Subject to Conflict of Interest</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>CBID</b>  | <b>Work Week Group:</b>         | <b>Pay Differential</b> | <b>Other</b> |
| <p><b>Briefly (1 or 2 sentences) describe the position’s organizational setting and major functions</b></p> <p>Under general direction of the Manager II in the Evaluation &amp; Data Innovation Branch, within the Research, Evaluation and Data Insights (REDI) Division, the incumbent will be one of the most senior positions in the branch. Research Data Specialist III (RDS III) will work independently to 1) provide expert guidance on specialized and complex areas related to the development of webbased power applications and 2) serves as the primary lead in application development and data automation for DSH’s population. The incumbent will develop strategies for seamless data integration for application development efforts including, but not limited to, the Electronic Health Record(EHR) System. The RDS III serves as both a senior DSH data subject matter expert in webbased power applications and workgroup facilitation.</p> <p>This function requires intermediate to advanced experience in data automation and quantitative methods (e.g., linear and logistic regression, survival analysis, time series analysis, hierarchical modeling, and other techniques as appropriate). This function also requires the incumbent to be conversant in one or more programming languages (e.g., SAS, SQL), have substantial training and experience in Tableau and/or Power BI, and have very strong analytical, presentation, meeting facilitation, and writing skills.</p> <p>This position will require a background check via Cal DOJ Live Scan to fulfill the responsibilities of the job.</p> |  |                                 |                         |              |
| <b>% of time performing duties</b>  | <b>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; percentage must total 100%. (Use additional sheet if necessary).</b> |                                 |                         |              |

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| 45% | <p>Function as the senior specialist with the responsibility for the planning, development, implementation, and oversight of the most complex applicationbased projects.</p> <p>Serve as the subject matter expert (SME) in determining the scope, parameters, criteria, and timelines required to design, build, test, and implement new applications that will standardize current data tracking efforts and enhance reporting abilities though power applications. Including but not limited to methodology development and management of specialized reporting tools and databases.</p> <p>Independently develop more complex business intelligence tools and reports, including the development of innovative solutions to streamline, improve, and</p> |
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|  | <p>monitor DSH's complex populations/programs where existing data sources and well-defined workflows do not exist.</p> <p>Build out the infrastructure required for optimal extraction, transformation, and loading of data from a wide variety of data sources using appropriate software and 'big data' technologies. Responsible for developing, implementing, maintaining, and enhancing protocols for the advanced statistical analysis of data collected. Understands nuanced details about and differences in databases and data elements. Creates and maintains tools and databases.</p> |
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| 35% | <p>Responsible for independently conducting studies requiring advanced research and statistical techniques. Analyze structured and unstructured data to monitor performance, identify and forecast trends, and find areas for improvement and risk.</p> <p>Suggest new automation projects as needed to improve reporting functions or correct deficiencies in existing procedures.</p> <p>Utilize creativity when independently designing research projects and postresearch data displays and reports that are appealing and understandable to a wide audience. Provide peer review of other research and data projects.</p> <p>Design, implement, and maintain enterprise-wide dashboards to support research and data analytics in various DSH-funded programs. Lead initiatives to incorporate interactive dashboards into business practices. Work with other stakeholders on the development and implementation of dashboards. Consistently apply sound research methods ensure data quality, accuracy and integrity. Serve as the most senior technical advisor to lower-level specialist in report development and automation efforts as well as dashboard development.</p> |
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| 15%                    | <p>Lead workgroups with the goal of identifying best practices surrounding data and developing data policies. Partner with technical and non-technical colleagues to understand data. Maintain data dictionaries for governed data. Define methods for measuring and monitoring data quality. Identify and analyze root causes of data quality issues.</p> <p>Collaborate in project areas of data governance developing data definitions and procedural guidelines.</p> <p>Work with Technology Services Division, the Data Management Office, program staff, and hospital staff to troubleshoot data limitations and/or data complication issues and to collaborate on the development of future data system efforts.</p> |
| 5%                     | <p>Complete ad-hoc research, analysis, reports, and additional duties as requested.</p>   |
| Working Conditions     | <p>This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice.</p>  |
| Other Job Requirements | <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Minimal travel (5%) may be required.</p> <p>Use of technology, including but not limited to Cisco Jabber, Microsoft Office, Microsoft Teams, WebEx, Zoom and other virtual platforms is required.</p>  |

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| Other Information | <p>DSH provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. DSH facilities operate on a 24-hour, 7 day a week basis and support may be required outside of normal business hours to address emergent issues.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee's Signature</p> <p>_____</p> <p>Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Date</p> |
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