

**DUTY STATEMENT**

DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>
<b>Employee Name</b>	<b>Division</b> Research, Evaluation and Data Insights (REDI)		
<b>Position No / Agency-Unit-Class-Serial</b> 461-535-5742-XXX	<b>Unit</b> Data Visualization & Innovation		
<b>Class Title</b> Research Data Specialist I	<b>Location</b> Sacramento		
<b>Subject to Conflict of Interest</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R01	<b>Work Week Group:</b> 2	<b>Pay Differential</b>
<p><b>Briefly (1 or 2 sentences) describe the position’s organizational setting and major functions</b>                  Under general direction of the Research Data Supervisor II in the Data Visualization &amp; Innovation Unit, within the Research Evaluation &amp; Data Insights (REDI) Division, the Research Data Specialist I will work independently and provide expert guidance on specialized and complex projects involving intense investigation into Department of State Hospitals (DSH) data. The incumbent will function as the Subject Matter Expert on visualizing statistical data analysis in reports and dashboards. Duties require collaboration and coordination with the Technology Services Division (TSD), Community Forensic Partnership Division (CFPD), Forensic Services Division (FSD), Patient Care Coordination Division (PCCD), DSH program staff, executives, and other internal and external stakeholders. Studies will be used to support Department objectives and proposals, formulate data driven responses to external entities and to assist in special projects within the REDI Division and the DSH.</p> <p>This function requires advanced use of Microsoft Excel, Power Query, Power Pivot, Visio, Word, Outlook, and Teams. This function also has a potential need for use of additional software meant to store, extract, analyze, and visualize data. This software may include Databricks, SQL, SAS, Tableau, and Power BI.</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>		
25%	<p><b>Data Development, Management, Analysis, and Reporting</b></p> <p>Incumbent will function as a subject matter expert and lead specialist across patient population ad hoc reporting, Patient Profiles data, web-based applications and DSH program data. This involves both methodology development and management and the development and management of specialized reporting tools.</p>		

	<p>Utilize statistical software and live dashboards to develop, refine and assess key metrics. Establish practices for efficient and accurate repeatable data collection practices. Input and extract data from databases, templates, spreadsheets, and other data sources to produce accurate reports; coordinate efforts to rectify data discrepancies. Tools will be closely managed to ensure data integrity. Visualizations will be incorporated as appropriate. Incumbent will work with DSH partners to ensure program data and tracking tools maintain all needed data elements.</p> <p>Design, plan, develop, implement, and monitor application-based projects and DSH's program management efforts related to accurate methodologies for responding to ad hoc reporting requests. Develop written procedures for reports. Prepare formal responses to questions from DSH stakeholders. Prepare findings, recommendations, and reports for management.</p>
25%	<p><b>Data Visualization</b></p> <p>Work closely with data analysts, program divisions, and DMO to contribute compelling graphics, charts, and tables to enhance DSH's reports and dashboards. Utilize easily understandable and standardized formats on interactive data visualizations using tools like Tableau and Power BI to effectively communicate key insights and trends via data visualization techniques, making complex data understandable for non-technical audiences. Ensure data accuracy and integrity, verifying the consistency of data across various sources before finalizing visualizations.</p> <p>Develop dashboard automation to ensure frequent assessment of key performance indicators. Develop standardized datasets and develop Tableau dashboards to automatically generate reports and clearly communicate key metrics.</p>
25%	<p><b>Database Leadership and Collaboration</b></p> <p>Develop dashboard automation to ensure frequent assessment of key performance indicators. Develop standardized datasets and develop Tableau dashboards to automatically generate reports and clearly communicate key metrics.</p> <p>Work with Technology Services Division and the Data Management Office to collaborate on complex data inquiries and to troubleshoot data limitations and/or data compilation issues. Collaborate regularly with Forensic Services Division to identify any new data reporting requirements.</p> <p>Collaborate with data de-identification experts to ensure all externally disseminated materials outside of court requests adhere to DSH's data de-identification policy.</p> <p>Partner with the Division's technical experts to assist in the implementation of new applications or improved reporting functions that will standardize current data tracking efforts and enhance reporting capabilities.</p> <p>Participate in meetings (in-person, video/web conferencing, etc.) with the DSH Sacramento staff, DSH facility staff, DMO, and other entities as needed. Present to technical and non-technical staff and executives.</p> <p>Function as lead in developing and tracking data metrics. Provide all research findings to further the standardized data metrics effort for use in DSH's enterprise data warehouse.</p>

	<p>Participate in 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>
20%	<p><b>Data Research and Evaluation</b></p> <p>Conduct regular examination of multiple data systems, understanding data fields and business requirements for DSH program data metrics and data entry into DSH data systems.</p> <p>Develop regular auditing practices to address data anomalies, variance in data outcomes and changes to trend patterns. Utilize other data systems and deliverables for data lookups, verification, validation and to conduct research regarding data anomalies, etc. Troubleshoot technical and data related anomalies.</p> <p>Communicate data findings and collaborate with DSH teams to discuss data observations and identify relevant datasets, policies, and other information. Develop formal responses to communicate research results providing support for all findings. Presentation of findings to management.</p>
5%	<p>Additional duties as requested.</p>
Other Information	<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>The Department of State Hospitals 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.</p> <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.</p> <p>Use of technology, including but not limited to Cisco Jabber, Microsoft Office, Microsoft Teams, Webex, Zoom and other virtual platforms is required. Telework is subject to DSH's Telework Program Policy.</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>

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Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date