

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

(Vacant)

CLASSIFICATION:

Research Data Specialist II

POSITION NUMBER:

659-5758-002

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

Research, Automation &amp; Data Division (RADD)

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

Research &amp; Data Insights Branch

SUPERVISOR'S NAME:

Konrad Franco

SUPERVISOR'S CLASS:

Research Data Supervisor II

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.

This position may be asked to lead Research Data Specialists I and Research Data Analysts I and II for limited term projects or work groups.

MISSION OF ORGANIZATIONAL UNIT:

The Research Bureau sits within the Research, Data, and Insights (RDI) Branch within the Research, Automation, and Data Division (RADD) at the California Department of Social Services (CDSS). We are a team of dedicated and compassionate researchers who use both data and computational methods to answer critical policy questions, guide decision-making, rigorously test new interventions, and help scale what works. We work with large-scale administrative and program data and apply quantitative methods to produce actionable evidence for California's leaders and the communities we serve.

Our research advances the boundaries of CDSS program knowledge and practice. We synthesize what is known about our programs based on research that meets high methodological standards and bring this knowledge to bear on what we do. We pilot and test new ways of working, from changes to how services are delivered to novel research methods and computational tools, scaling new approaches with demonstrated promise. Our mission is to use experimentation and learning to transform CDSS' capacity to serve low-income and vulnerable Californians.

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**CONCEPT OF POSITION:**

The two Research Data Specialist (RDS) II positions are Research Data Engineers who will design and build the data infrastructure that powers rigorous research and enables the scaling of evidence-based interventions across CDSS programs. These positions will operate with minimal oversight on complex, high-stakes projects, linking administrative records, building reproducible data pipelines, designing complex databases, developing automated workflows that operationalize research findings, and ensuring the quality and security of sensitive program data. Although the emphasis of these roles will be data engineering, candidates should also bring knowledge of causal research methods to understand what the data infrastructure must support and contribute to evaluation work.

**A. RESPONSIBILITIES OF POSITION:****(40%) Data Engineering:**

- Build, document, and maintain reproducible ETL/ELT pipelines that transform raw administrative data into analysis-ready datasets in Snowflake, including designing and testing complex database structures and implementing data validation, quality control, and governance procedures.
- Design and implement record linkage and data integration processes across administrative systems. Create linked, analysis-ready foundations that enable both rigorous research and improved service delivery.
- Develop and document robust production-ready pipelines and automated workflows that translate promising and proven research findings into reliable, maintainable infrastructure.

**(40%) Research:**

- Design and execute applied quantitative research studies, from question formulation through interpretation and communication of findings, in close collaboration with other methodologists on the team, drawing on a range of experimental and quasi-experimental methods (e.g., RCTs, difference-in-differences, regression discontinuity, regression analysis).
- Translate nuanced findings into clear written reports, visualizations, and briefings for senior leadership, legislative staff, and partners.
- Contribute to methodological rigor across projects by reviewing colleagues' analytic approaches and ensuring research meets team quality standards.

**(15%) Advisory services:**

- Mentor junior staff, participate in peer code review, and contribute to a team culture grounded in code-first solutions, version control, and reproducibility.
- Serve as a consultative resource to partners on data integration, research feasibility, and evidence-informed program improvement.

**(5%) Perform other duties as appropriate.**

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B. SUPERVISION RECEIVED:

The RDS II's report to the Research Data Supervisor II but work under limited supervision with considerable latitude for the use of initiative and independent judgment.

C. ADMINISTRATIVE RESPONSIBILITY:

The RDS II's will have lead capacity over staff in the RDS I and Research Data Analyst classifications, for certain limited-term projects.

D. PERSONAL CONTACTS:

The RDS II's may collaborate with and present to a wide spectrum of stakeholders, including local child-care providers, Resource & Referral Network agencies, the Legislature, Department of Finance, and the CalHHS Agency leadership.

E. ACTIONS AND CONSEQUENCES:

Recommendations and decisions are made concerning the methods used for approaching and performing various program research and evaluation projects. Faulty decisions would result in incorrect statistical information being released on CDSS programs that is used by Department management and other state agencies.

F. OTHER INFORMATION:

Desired qualifications include:

1. Experience building data pipelines and linking records for use in statistical or computational research.
2. Proficiency in SQL (Snowflake or similar cloud data warehouse strongly preferred), plus Python and/or R.
3. Experience with version control (Git), code review practices, workflow orchestration, CI/CD, or infrastructure-as-code
4. Working knowledge of causal inference methods (experimental design, quasi-experimental techniques, or program evaluation)
5. Strong written and verbal communication skills, with the ability to make technical work accessible to non-technical audiences
6. Demonstrated interest in public service and improving outcomes for Californians