

DUTY STATEMENT

DS 3022 (03/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
RESEARCH AND DATA ANALYTICS BRANCH
PROGRAM MONITORING, EVALUATION AND RESEARCH SECTION
PROGRAM EVALUATION AND RESEARCH UNIT**

DUTY STATEMENT

JOB TITLE: Research Data Analyst II**POSITION #:** 472-527-5731-917**EMPLOYEE:**

POSITION DESCRIPTION: Under general supervision, the Research Data Analyst II (RDA II) supports the Branch's analytical, research, and reporting objectives through advanced data analysis, technical research, and development of program narratives. The incumbent performs data cleaning and transformation, interprets analytical results, and communicates findings to peers, managers, and community members within and outside the Branch. The position requires strong attention to detail, effective communication skills, and the ability to manage multiple priorities in a fast-paced environment. The incumbent works collaboratively with team members and in coordination with the Self-Determination Program (SDP) Section and other departmental programs to support data-informed decision-making.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports to, and under general supervision of, the Research Data Supervisor II.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 35% Perform research and data analytic tasks to assist the Branch's short- and long-term evaluation and research objectives. Focus areas include but are not limited to the Self-Determination Program (SDP). Analyze point-in-time and longitudinal program data to assess service utilization, cost trends, and program outcomes using descriptive and inferential statistical methods. Conduct research studies to identify key drivers of changes in service costs and utilization. Examine differences across demographic groups and geographic regions to identify variations in service delivery. Research and summarize governing statutes, regulations, and best practices for program implementation and service delivery.
- 35% Extract, transform, and aggregate data from enterprise data systems (e.g., Snowflake) to support reporting and analytical needs for the Branch, the SDP Section, and other internal and external community members. Conduct analyses

using programming and analytic tools such as SQL, Python, Power BI/DAX. Develop and maintain tables, charts, dashboards, and presentations to communicate findings to peers, section managers, and other departmental community members. Prepare documentation describing data sources, business logic, and analytic methodologies. Perform quality assurance activities to validate, monitor, and maintain mandated and ad hoc reports. Collaborate with staff across departmental units for production of analytical datasets.

- 25% Participate in data workgroup activities and SDP-related meetings to solve data issues and, with general guidance, institutes procedural changes when appropriate. Represents the Unit/Section/Branch at various data committees, task forces, special projects, and workgroups, as assigned.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: This position requires the incumbent to maintain consistent and regular attendance, communicate effectively while working with the public, management, staff, and control agencies; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

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: Computational skills using SQL, Python, or similar tools; Descriptive and inferential statistics; Familiarity with program evaluation or assessing program effectiveness; Familiarity with data visualization tools such as Power BI is a plus.

Ability to: Apply descriptive quantitative methods, under direction, to support analysis and knowledge-sharing. Demonstrate critical thinking skills, including the ability to reason logically and creatively. Communicate effectively and maintain strong organizational skills. Take effective action to meet work goals, establish and manage project priorities, and complete assignments in a timely and efficient manner. Build and maintain cooperative working relationships with departmental staff and program partners. Develop and maintain knowledge and skills related to assigned tasks, methodologies, materials, and tools, and adhere to departmental policies and procedures.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.