

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR/ DRP/HQ	POSITION NUMBER (Agency-Unit-Class-Serial) 065-227-5770-001	MCR / HCR 1	
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Support	CLASSIFICATION TITLE RESEARCH DATA SPECIALIST III		
	WORKING TITLE RESEARCH DATA SPECIALIST III		
	TIME BASE / TENURE PERM/FT	CBID R01	WWG E
LOCATION 9260 Laguna Springs Dr. Building E Elk Grove, CA 95758	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.			
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.			
Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.			
DIVISION OVERVIEW			
The Division of Rehabilitative Programs (DRP) provides academic, career and technical education, recreation, library, transitions, integrated substance use disorder, mentorship, and grant rehabilitative programs within institutions, along with comprehensive prerelease and post release rehabilitative programs for incarcerated and supervised persons statewide.			
GENERAL STATEMENT			

Under general direction of the Associate Director, the Research Data Specialist III is responsible for the most complex and multi-faceted data analyses, business intelligence reports, data models, and resolving data integrity concerns in order improve the effectiveness and efficiency of data analytics work within CDCR. This position is required to be proficient in Microsoft Word, Outlook, Excel, PowerPoint, Systems Applications and Products (SAP)/Business Information System (BIS) functionality, case management systems, and have the ability to learn CDCR proprietary software to independently perform complex tasks required.

% 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.
35%	Performs the most complex research and data analytics projects, including developing innovative methods and strategies to gather, analyze, and report data. Manages the full scope of data analytics work, including but not limited to, creating all types of database objects utilizing Structured Query Language (SQL), business intelligence (BI) reports, data models, and statistics-driven data validation processes. Ensures the full scope of DRP's data and reporting infrastructure (e.g. database objects, ETL processes, BI reports, documentation, etc.) is established, maintained, and expanded, when necessary, commensurate with internal policies, procedures, and/or operational need. Develops and implements new systems and statewide initiatives to improve data quality, enhance operational efficiency, monitor the fidelity of service delivery, and measure outcomes in accordance with CDCR, DRP, and program specific goals, objectives, policies, procedures, contractual requirements, and industry best practices. Independently develops, tests, releases, and monitors the implementation of new, or modification to existing, reports (e.g. repairing broken lines of code, modifying BI report functionality) and/or operational processes (e.g. policies, procedures, workflows).
35%	Functions as a recognized expert in their field, researching and providing data analyses and advising executive management on highly visible and politically sensitive projects. Provides stakeholders with recommendations to improve the data and reporting infrastructure based on emerging technologies and relevant industry standards. Presents data analytics products, including findings from special studies, to inform internal and external stakeholders on the impact of policy decisions, new operational tool functionality, and performance report data. Delivers effective communication and provides excellent customer service in meetings and through written correspondence with internal and external customers to resolve issues. Serves as the lead contact for internal and external stakeholders to ensure projects are completed timely, within scope, and that all data reporting needs are met. Collaborates and interacts professionally with DRP management to resolve complex issues.
25%	Provides on the job training and support to address the most difficult data analytics tasks, including but not limited to ad-hoc reporting and requests for special studies. Advises stakeholders on difficult data analytics work (e.g., complex, multi-layered queries, use of structured and unstructured data sets, Data Warehouse design), featuring advanced functionality such as specialized participant profiles and performance reports with multi-layered drilldown capacity. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives advanced approval and coordinates occasional business-related travel. Provides back-up coverage when other DRP managers are out of the office and to cover for vacancies. Performs other duties, as required.
SPECIAL PERSONAL CHARACTERISTICS	
Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.	

• 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. • Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.		
SPECIAL REQUIREMENTS		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
• Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE