

DUTY STATEMENT

DS 3022 (08/2026)

**DEPARTMENT OF DEVELOPMENT SERVICES
POPULATION RISK, QUALITY ASSURANCE, AND DATA OPERATIONS
QUALITY ASSURANCE BRANCH
DATA ANALYTICS, SURVEYS, AND METHODOLOGY SECTION**

DUTY STATEMENT

JOB TITLE: RESEARCH DATA SPECIALIST I **POSITION #:** 472-540-5742-XXX

WORKING TITLE: **EMPLOYEE:**

POSITION DESCRIPTION: The Quality Assurance Branch oversees the Department of Developmental Services' (Department) quality management initiatives and projects related to services for individuals with developmental disabilities. The position designs and performs complex technical research and statistical work relative to the Department's Quality Assurance Programs. This position functions as a project lead designing and coordinating data analysis projects, analyzing descriptive and inferential data, and preparing understandable research and statistical reports of findings and recommendations.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under general direction of the Supervisor II, in Data Analytics, Surveys, and Methodology.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Functions as project lead to coordinate and accomplish projects using descriptive and inferential data. Conducts exploratory research to identify data trends and research complex issues. Develops analytical datasets from a variety of internal and external sources, validating data quality, documenting data definitions and securing confidentiality. Examines and makes suggestions for improvements to existing procedures, data sources and information technology functions. Selects appropriate research methodologies, noting any limitations of final study designs. Applies complex statistical techniques and models to evaluate programs and services. Assists in the development of program metrics and benchmarks. Drafts recommendations and discusses the benefits and disadvantages of alternative actions. Prepares understandable research and statistical reports of data analyses, findings and recommendations, including clear data graphics and instructive narrative summaries. Special projects may include developing and standardizing tools and processes to evaluate staff stability within the system, researching identified trends and best practices, identifying potential contributing factors, and recommending improvement strategies.

- 30% Designs and performs complex technical research and statistical work related to the Quality Incentive Program (QIP), National Core Indicators (NCI), and other data sets. Applies advanced proficiency in Microsoft Excel tools and analytical software such as Statistical Analysis System (SAS) and Statistical Package for the Social Sciences (SPSS). Develops and maintains a thorough understanding of available data sources and Department programs. Designs and applies data quality protocols.
- 15% Presents findings of complex statistical operations in ways that non-technical audiences and internal and external community members can understand using Microsoft Excel, PowerPoint, Power BI, and other software tools. Offers technical assistance, and support to other Division staff.
- 10% Develops and provides technical assistance to staff from the Department, other agencies, service providers, and community through meetings, conferences (in-person or remote), site visits, and presentations. Works effectively and cooperatively with management, team and community members, to develop and implement innovative data intake, capture and process procedures that best suit the needs of the Department. Develops and maintains data-based systems to monitor and track project outcomes, deliverables, and timelines for special projects and daily workload.

Marginal Job Functions:

- 10% Responds to requests for information or assistance concerning the QIP, NCI, and other quality assurance related projects. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-partitioned office area. Work requires managing tight timelines and multiple priorities. Up to 5% travel will be required. 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: Research methods and techniques; application of statistical methods and computerized models to data analysis and presentation of research findings; survey methods and analytical techniques; knowledge of the Lanterman Act and the developmental disabilities services system.

Ability to: Establish and maintain project priorities; communicate professionally and effectively; establish and maintain cooperative and harmonious relationships with others; work effectively with professional, technical and support personnel; analyze situations accurately and take effective action.

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.