

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

DUTY STATEMENT

JOB TITLE: Research Data Specialist I

POSITION #: 472-527-5742-917

EMPLOYEE:

POSITION DESCRIPTION: The Research Data Specialist I (RDS I) independently performs technical research and statistical work, with primary responsibility for a wide range of research and analytical duties for the Department of Developmental Services (Department) Research and Data Analytics Branch, Program Monitoring, Evaluation and Research Section, including complex statistical data generation, manipulation, and analysis. The RDS I provide expert consultative services to department management, staff, regional center representatives, and community members informing of pertinent issues and proposing corrective courses of action as needed. The RDS I must have strong analytical, critical thinking, organizational, and writing skills, extensive experience with complex data, and be able to establish and nurture collaborative relationships with internal and external entities to build, monitor, and manage highly complex projects through their lifecycles. The RDS I must also serve as a resource for staff and regional center for questions regarding official program statistics for developmental services.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under general direction of the Unit Chief, Research Data Supervisor I. This position may also receive guidance from the Section Chief, Research Specialist IV

EXAMPLES OF DUTIES:

Essential Job Functions:

- 20% Design research methodology and techniques to identify and quantify program monitoring or evaluation using a variety of analytical, statistical and mathematical procedures. Apply research methodology and techniques that require the use of innovative, original and/or creative development of complex data sources, exploring or utilizing various sources sometimes from outside the department. Statistical procedures employed may include the design and development of new surveys, and/or the adaptation of existing ones. Develop, maintain, and/or analyze computer models to analyze trends and anomalies in the developmental service data delivery system.

- 20% Build analytic datasets using developmental services data, external files and surveys. Perform exploratory data analysis, identify appropriate business rules, and specify criteria for extracting data and information from multiple sources of data. Process data from multiple technology platforms using software packages such as SQL and Python, to create summary datasets and to construct analytic analyses. Research and understand developmental disability program services, laws, regulations, policies and business rules.
- 15% Develop and apply defensible research methodologies and techniques for quantifying developmental disability service system. This requires production of comprehensive reports summarizing implementation, efficiency and effectiveness, the differences between current laws and regulations, legislative proposals, along with the knowledge of the various databases available and their limitations. Assist senior-level research staff with complex projects. Research current literature on developmental disability services or related topics. Identify national benchmarks and provide recommendations for incorporation in evaluation of outcomes, utilization, and system capacity measurement for reports, program policy recommendations, and specific subgroup initiatives.
- 15% Independently manage and conduct special analytical/research projects to produce comprehensive reports on a variety of related subjects utilizing various resources. Prepare written materials such as Executive Summaries and Dashboard Reports tailored for different audiences, allowing dissemination of information in the broadest possible manner. Prepare summaries of research findings and PowerPoint presentations for management. Respond to ad hoc data requests using public data or project-specific summaries. Perform data de-identification when needed to protect consumer privacy/confidentiality of publicly released data in reports or presentations.
- 15% Train and assist program staff in data literacy and reporting to ensure reliable, valid, comprehensive data using various resources. Prepare various written technical research reports, research proposals, etc., to provide or request information from other resources. Be a consultant to departmental administrators in research and gathering of source data to determine impacts, and in compiling, editing, defending and reporting methodology, and program impacts. Must be able to interpret complicated program, technical data or statistical findings and summarize them in plain language for use in documents and reports.
- 10% Coordinate the collection of qualitative and quantitative data for use in research, creating and producing special data sub-files from existing database files to disseminate and export information and descriptive data in the appropriate format. Explore and provide recommendations to program or administrators for most efficient data storage or collection methods. Create metrics using multiple sources of data and compare research findings to national benchmarks using software such as SQL and/or Python.

Marginal Job Functions:

5% Other duties performed of the scope of the classification.

WORKING CONDITIONS: Work requires the use of a computer. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively; 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.

DESIRABLE QUALIFICATIONS:

Knowledge of: Programming skills in SQL and Python. Research methods and techniques; application of computerized models to research data; statistical and other methods used in the data analysis; and survey methods and analytical techniques.

Ability to: Communicate effectively to individuals and groups with diverse skillsets and backgrounds related to the area of research; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; establish and maintain cooperative and harmonious relationships with others; work effectively with professional, technical, and support personnel; analyze situations accurately and take effective action; reason logically and creatively; analyze data and present ideas and information clearly; draft, review and edit written reports; and establish and maintain project priorities.

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.