

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Research Data Specialist I (RDS I)

POSITION NUMBER:

800-654-5742-005

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

Research, Automation & Data/Research & Data Insights

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

Data Bureau/State & Fed Reprt/State & Fed Reporting #1

SUPERVISOR'S NAME:

Justin Brooks

SUPERVISOR'S CLASS:

Research Data Supervisor I (RDS I (Sup))

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.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The California Department of Social Services (CDSS) launched the Research, Automation and Data (RAD) division to build a sustainable data culture and maximize the full value of data assets through: Enterprise Data Asset Inventory, management, and data migration; Enterprise Road Map regarding Information Sharing Capability and Policies and Procedures; Training of Enterprise Data Workforce; and Enterprise Identity, Credential, and Access Management. RAD is responsible for working with Information Services (technology) and Program partners throughout the data life cycle to ensure best practices are elevated toward the goal of serving California's most vulnerable families using a human-centered and data-driven approach.

CONCEPT OF POSITION:

Under the general direction of a Research Data Supervisor I, the Research Data Specialist I (RDS I) is responsible for the extraction, analysis, interpretation, and communication of data related to the tracking and reporting of state and federal requirements for all CDSS programs. The RDS I prepares customized data reports, performs analyses on program data and writes and documents original programming code to develop queries for social services reporting.

A. RESPONSIBILITIES OF POSITION:

30% Uses a variety of analytical techniques to resolve or provide information regarding multiple program areas and is responsible for extracting, compiling, analyzing, interpreting, and communicating data for all Department programs. The incumbent will prepare research and statistical reports related to state and federal reporting requirements, analyze written and numerical data regarding social services programs, and communicate findings to division and department managers through email, meetings, or other written reports.

25% Responsible for the design, development, implementation and documentation of accurate methodologies for responding to mandated reporting requirements for all Department programs. The incumbent will review and analyze state and federal data reporting requirements, modify statistical programming code and/or processes in response to mandated changes, and create data validation reports to ensure data quality meets state and federal reporting standard.

20% Develops and automates original statistical programming code to extract data from Department data sources and/or other administrative data sources needed for customized ad hoc analyses and the development of new state reports. The incumbent is responsible for programming and research, including developing original queries using modern statistical software such as R, Python, SAS, or SQL.

10% Develops and automates programming to extract data from Department and/or other state data systems to run standard and ad hoc reports for state and federal oversight partners related to means-tested programs such as Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP).

10% Develops and maintains documentation of business rules, data quality issues and system changes to administrative databases. Participates on multidisciplinary teams regarding social services program data matters, gaining and maintaining the confidence and cooperation of others. Provides updates to management and stakeholders such as the Legislature, advocates, other state agencies and county welfare departments.

5% Performs other duties as appropriate.

B. SUPERVISION RECEIVED:

The Research Data Specialist I (RDS I) receives general direction from the Research Data Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

May act for the Unit Manager in his/her absence.

D. PERSONAL CONTACTS:

The Research Data Specialist I (RDS I) has frequent contact with Bureau chiefs and Supervisors/Managers within the Department as well as other Departmental research and program staff by phone, e-mail or in person; and contact with representatives of county, federal and other state agencies, universities, other outside researchers, advocates and members of the public.

E. ACTIONS AND CONSEQUENCES:

The Research Data Specialist I (RDS I) is responsible for providing statistical information in response to state and federal reporting requirements and program needs or analysis. Failure to provide accurate information on a timely basis could result in cumulative federal fiscal penalties and inappropriate program decisions.

F. OTHER INFORMATION:

Desirable qualifications for this position would be a person who has strong analytical, interpersonal, and communication skills. Knowledge and use of modern statistical software packages, particularly R, Python, SQL, and/or SAS, is also desirable as is experience with administrative data analysis techniques.