

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
POPULATION RISK, QUALITY ASSURANCE, AND DATA OPERATIONS
RISK MANAGEMENT BRANCH
RISK MANAGEMENT AND ANALYSIS SECTION**

DUTY STATEMENT

JOB TITLE: Research Data Supervisor I**POSITION #:** 472-540-5734-XXX**WORKING TITLE:** Supervisor

POSITION DESCRIPTION: The Research Data Supervisor I (RDS I) supervises staff responsible for the management, aggregation, analysis, and reporting of Special Incident Reporting (SIR) and other Risk Management data. The RDS I is a working supervisor who personally performs the most complex, sensitive, or precedent-setting data analysis and reporting within the unit, particularly for the Home and Community Based Services (HCBS) Access Final Rule compliance and other high visibility Risk Management deliverables. The position oversees day-to-day data activities and analytical support related to incident reporting, trend analysis, system performance, risk identification, and performance monitoring across statewide data systems and platforms, including the San Diego Information System (SANDIS), Regional Center portals, internal resource sites, and activities supporting the development and implementation of the Life Outcomes Improvement System (LOIS).

The RDS I directs staff developing and maintaining Power BI dashboards, reports, and other data products; and establishing and monitoring data metrics used to support Risk Management Branch and Department of Developmental Services (Department) priorities. The position ensures the accuracy, consistency, integrity, security, and usability of data used for risk oversight, quality improvement, operational and programmatic decision-making, and state and federal reporting requirements. The RDS I oversees complex analyses to identify trends, patterns, emerging risks, system performance, and opportunities to support positive outcomes for individuals served. The RDS I provides direct supervision, technical guidance, and quality assurance for the data management, research, analytical, and reporting activities necessary to support Risk Management and broader departmental initiatives.

SUPERVISION EXERCISED: This position provides direct supervision of rank and file level staff, performing journey-level data analysis and reporting work.

SUPERVISION RECEIVED: Under general direction of the Research Data Supervisor II of the Risk Management Branch.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Plans, organizes, directs, and reviews the work of staff responsible for the collection, aggregation, management, validation, analysis, and dissemination of SIR and other Risk Management data, personally performs the most technically complex or sensitive data validation, analysis, and reporting tasks within the unit. Provides technical direction regarding data methodologies, quality assurance, risk assessments, performance metrics, and documentation of findings. Directs analytical activities used to identify trends, patterns, emerging risks, and system performance and to support Risk Management Branch and Department priorities. Oversees staff practices related to data quality, integrity, access, confidentiality, and security to ensure Risk Management data are appropriately maintained and protected. Oversees data activities necessary to monitor state and federal incident management requirements, including applicable HCBS Access Final Rule requirements.
- 20% Supervises staff responsible for developing, maintaining, and enhancing Power BI dashboards, briefs, charts, tables, reports, and other analytical and data-reporting products. Directs the development and monitoring of data metrics and performance measures used to support Risk Management and Department oversight, decision-making, and quality improvement activities. Reviews data products and analytical findings for accuracy, consistency, completeness, and appropriate interpretation. Oversees the dissemination and presentation of information to Department leadership, regional centers, and other audiences.
- 15% Monitors and directs the synthesis of data collected from a variety of data sources and disciplines in the areas of risk management and quality improvement. Uses findings to identify trends, outliers, recurring patterns, emerging risks, areas of inquiry, and opportunities for risk mitigation and quality improvement. Oversees analyses that identify factors associated with both adverse and positive outcomes and makes data-informed recommendations to Risk Management leadership regarding monitoring priorities, areas for further analysis, and potential risk mitigation and quality improvement activities.
- 15% Analyzes, reviews, and makes recommendations, in partnership with management for improvements to data collection, reporting, analytical processes, and related systems. Supports Risk Management data activities across statewide systems and platforms, including SANDIS, Regional Center portals, and internal resource sites. Provides data, analytical, and business support for the development and implementation of LOIS. Supports system enhancements necessary to meet evolving state and federal reporting, monitoring, and incident management requirements. Promotes appropriate data governance practices, including data quality, access, confidentiality, security, and consistent application of data definitions and reporting standards.

- 10% Collaborates with managers and staff across Risk Management sections to verify data and support analytical activities, as appropriate, including the interpretation and application of data to support operational, programmatic, quality improvement, and policy needs. Works with managers to ensure data and analytical products accurately reflect the business context and activities of their respective sections. Collaborates with staff across Department, including State Operated Facilities, Operations, Clinical Services, and other Department programs, on data and analytical activities involving multiple programs and data sources to ensure accurate integration and alignment of Risk Management data. Provides technical consultation regarding data definitions, metrics, reporting, and interpretation. Supports appropriate data sharing and ensures data are used and communicated consistently, with applicable privacy, confidentiality, security, and Department requirements. Coordinates or supports sensitive data and analytical projects with branch or department-wide impact.

Marginal Job Functions:

- 5% Responds to requests for information or assistance concerning Risk Management projects and data requests. Supports special assignments, emerging priorities, meetings, and workgroups and performs other related duties necessary to support the Research Data Supervisor II, Office of Risk Management, and Department priorities. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned office environment. The position requires managing tight timelines and multiple priorities, frequent interaction with staff and management, and sitting for extended periods while using a personal computer or reviewing documents and working papers. There is up to 5% statewide travel. 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: the Lanterman Developmental Disabilities Services Act; departmental service delivery systems; public administration, program and project management, supervision, staff development, and training; statewide incident management, compliance monitoring, risk mitigation, and operational oversight; legislative and regulatory processes; departmental policies and procedures related to Risk Management and Special Incident Reporting; state and local government functions; community partnership and technical assistance; equal employment practices; research and analytical methods; statistical analysis and interpretation; data management, validation, governance, privacy, confidentiality, and security; planning, policy, systems and program evaluation; database development and maintenance; data visualization and business intelligence tools; collaborative technologies; information management; and Microsoft Office applications.

Ability to: Plan, organize, direct, and review the work of research and analytical staff; provide technical guidance and quality assurance for complex data management, research, and analytical activities; manage multiple projects and priorities to meet Branch and Department goals and objectives; manage and analyze large and varied data sets to identify trends, patterns, risks, performance, and opportunities for improvement; oversee the development and maintenance of Power BI dashboards, statistical reports, data visualizations, metrics, and other analytical products; ensure appropriate data quality, integrity, access, confidentiality, and security; communicate complex data and analytical information effectively, verbally and in writing, to technical and non-technical audiences; collaborate with multidisciplinary teams to support the appropriate use and interpretation of data; develop and maintain cooperative relationships with Department staff, regional centers, contractors, other state agencies, the public, and other partners; apply analytical concepts and logical reasoning to develop and recommend solutions; use Microsoft Word, Excel, Power BI, PowerPoint, Outlook, and other applicable analytical tools proficiently; represent Department, as requested by management; and work independently and as part of a team.

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.