

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-250-5758-938				
UNIT NAME AND CITY LOCATED Retention Research and Analytics – Elk Grove		CLASSIFICATION TITLE Research Data Specialist II				
		WORKING TITLE Retention Research and Analytics Specialist II				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Manager II, Workforce Development and Talent Management, and residing within the Projects and Reporting Solution Services, California Correctional Health Care Services (CCHCS), Human Resources Division, the Retention Research and Analytics Specialist II serves as a prime resource and subject matter expert to create, design, implement, evaluate, and report on highly complex and sensitive research projects, activities, and/or strategies on employee engagement and retention data.						
% 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. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					

40%	Evaluate and assess strategic Human Resources (HR) efforts utilizing descriptive, diagnostic, predictive, and/or prescriptive analytics approach, as needed. Develop tools (surveys, data tracking spreadsheets, dashboards, etc.) to gather, research, and analyze information pertaining to the implementation of various employee engagement and retention strategies. Review, classify, and record data in preparation for analysis. Monitor and evaluate data collection progress and performance, such as response rate calculations. Prepare data for processing by organizing information, checking for inaccuracies, and adjusting and weighting the raw data, if needed. Review and report on current efforts and develop recommendations based on statistical analyses. Analyze and interpret statistical data to identify significant differences in relationships among sources of information. Compile data and advanced reports to demonstrate retention efforts. Evaluate current, applicable economic and labor market data to assist in identifying potential future areas of concern. Utilize a project management approach with specific timeframes identified, responsible parties, milestones, etc.
35%	Collaborate closely with Employee Engagement and Retention team. Lead team on principles of survey development, item development, and validation. Provide clear guidance on statistical model and methodology options and levels of appropriateness in applicability, providing pros and cons of various methodologies and providing professional recommendations. Develop various annual, quarterly, and/or monthly reports that provide a complete and comprehensive overview of findings, in addition to a detailed narrative with supporting graphical displays of data. Present data as needed to appropriate groups. Provide recommendations for improvements of retention services based on analyses. Conduct research in areas specific to engagement and retention and participate in the creation of data collection for HR-related metrics designed to assess the value of the HR services offered to CCHCS' customer base.
25%	Develop ad hoc reports on an as needed basis. Maintain awareness of trends in HR data reporting and analysis. Research data analysis and reporting platforms and ensure competency by attending trainings and conducted research. Develop internal policies and procedures. Maintain assigned databases. Independently analyze and prepare technical documents such as contracts and service agreements, as needed. Travel to institutions, workshops, and other related events throughout California. Perform other related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures. Design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods. Principles and concepts applied in research and statistical settings; principles and concepts appropriate to data and research techniques and methodologies; operations research methods; current data analytics processes, including the utilization of business intelligence software programs; broad principles of algorithms, data structures, and data management; application of computerized models to research data, statistical and other methods used in the analysis; survey

methods and analytical techniques; organizational analysis including data presentation and interpretation; principles and procedures of forecasting, and of research planning, design, methodology; problem solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments. State, federal and departmental regulations; benefit-cost analysis; complex database design and structure to understand and complete research projects and assignments; and project management principles in order to design projects (e.g., define schedules, tasks, milestones, deliverables).

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams. Query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others. Plan and carry out large scale research and data projects; prepare and present reports and data models; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers, mainframes and/or desktop computers; design and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion; provide technical assistance to professional personnel; establish and maintain cooperative relationships with others, and with stakeholders; communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues. Translate legislatively mandated program evaluation requirements into methodically rigorous study designs; translate departmental policy into action programs and/or test the impact of policy changes; evaluate the adequacy and merit of proposed research and evaluation study designs and techniques; provide expert consultation on the feasibility impact or potential of a variety of operations, projects or proposals to the department and to other organizations; analyze and evaluate the impact of changes to existing programs, procedures, business processes, and/or

	policies; use creativity when independently designing research projects; and write clear and concise studies and reports; design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data; conduct and interpret descriptive and/or inferential statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; analyze situations accurately and take effective action at the appropriate time; and provide mentoring to staff. DESIRABLE QUALIFICATIONS: Experience in survey development, advanced level statistical analysis, familiarity with SPSS, basic research methodology, and principles of measurement. OTHER DOMAINS NA SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods. 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. - 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.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

