

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Research Data Specialist II (RDS II)

POSITION NUMBER:

800-655-5758-010

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

Research, Automation & Data/Research Data Insights

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

Insights Bureau/Dashboard & Data Integration

SUPERVISOR'S NAME:

Tri Nguyen

SUPERVISOR'S CLASS:

Research Data Supervisor II (RDSup II)

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 Research, Automation, and Data Division's (RADD) mission is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, automation and continuous quality improvement, data visualization and analysis, and research partnerships to improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data lifecycle.

CONCEPT OF POSITION:

Under general direction of the RDSup II, the RDS II generates actionable insights to key policy questions using sophisticated data analyses and novel methodologies. They lead investigative data projects into administrative data and may focus on child welfare, CalFresh, CalWORKs, childcare subsidies or other anti-poverty programs. They weave stories from administrative data that show how policies and practices impact individuals and populations. This position uses programming languages like SQL, Python and/or R to extract, query, validate, format, organize and automate data from internal and external data sources to support the data needs of the organization.

A. RESPONSIBILITIES OF POSITION:

30% Leads investigative data projects into administrative data, focusing on child welfare, CalFresh, CalWORKs, child-care subsidies and other anti-poverty programs. Leverages administrative data to weave stories showing how policies and practices impact individuals and populations. Defines and creates new data sets and statistical models and visualizations to ensure focused, responsive storytelling. Supports management in directing research and analysis for projects that produce policy briefs, talking points, and dashboards in collaboration with other researchers. Supports other researchers in performing validation of code, data analyses and findings. Supports higher level researchers on longer-term storytelling projects.

30% Creates reliable datasets from administrative data using programming languages like SQL, Python and/or R to extract, query, validate, format, organize and automate data from internal and external data sources. Datasets may support dashboards, data briefs, and other storytelling data products. Acts as technical data lead to develop and document procedures and code to enable use by other researchers. Collaborates with data pipeline engineers and with other bureau team members when necessary to enable automation of dataset creation. Transform unstructured data from various source systems into a consistent format for the needs of ad-hoc reporting and data feeds.

20% Develops data summaries, ad-hoc reporting, and statistical analyses to support the needs of CDSS programs and partners. Communicates analysis findings through email, meetings, or written reports. Attends meetings with division and department leaders and serves as a data expert for the division.

10% Develops and maintains documentation of business rules, data quality issues and system changes.

10% Provides training, mentorship, and guidance to other researchers and analysts on the team. Performs other duties as appropriate.

B. SUPERVISION RECEIVED:

Receives general direction from the RDSup II. Progress and status reports are made frequently and final product is reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

The RDS II will have frequent contacts with Departmental, legal, program, fiscal, and administrative support staff, county staff, federal oversight partners, advocates, and other external stakeholders.

E. ACTIONS AND CONSEQUENCES:

Failure to carry out program objectives by the RDS II results in inefficient operations, a waste of limited government funds, and missed opportunities to improve business processes.

F. OTHER INFORMATION:

Desirable Qualifications:

- Experience with complex administrative data sets, especially anti-poverty (e.g., CalFresh, CalWORKs, child care subsidies, or one of the many other CDSS programs) or child welfare data
- Experience with project and/or research management, especially in projects involving data, communicating with outside stakeholders, and coordinating with technical experts
- Experience with research and data related to government services, especially social services
- Working knowledge of coding languages like Python, R, or SQL and dashboarding software like Tableau, Power BI, or other, high-code dashboarding approaches like R Shiny or Python visualizations
- A strong interest in social services, poverty reduction, and public service
- A love of problem-solving