



# State Compensation Insurance Fund Duty Statement

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## Position Information

**Employee Name:**

**Position Title:**

Senior OneAdmin Planning & Operations Professional

**Program:**

OneAdmin Planning and Operations

**Work Unit:**

Admin Predictive Analytics

**Classification:**

Research Data Analyst II

**Report To:**

Supervisor II

**Collective Bargaining Identifier (CBID):**

R01

**Fair Labor Standards Act (FLSA) Status:**

Covered, Work Week Group 2

## Special Requirements

**Conflict of Interest Designation:** Not applicable.

**Bilingual Position:** Not applicable.

**Rotational Assignment:** Not applicable.

## Program Information:

Analytics and Quality Services was established to ensure that we collect and transform State Fund employee and OneAdmin data into actionable insights for management and senior leadership. We work cross functionally to collect data for our clients and systems, including survey data, employee transaction information, OneAdmin budget and accruals, and processes. These results are analyzed and reported - to provide necessary information to make informed, data-driven decisions.

## Purpose/Scope:

Under the general direction of Supervisor II, the incumbent will perform statistical work such as: creating Workforce Capacity models; researching, completing and analyzing surveys (e.g., AASCIF and Executive Compensation); building and enhancing Dashboards; Cost Benefit Analysis for major projects; writing project summaries, executive summaries, research reports, fact sheets in support of leadership initiatives.

The incumbent will have the following responsibilities:

1. Translate business problem statements into practical hypothesis.
2. Identify relevant statistical and modeling methods to study historical trends.
3. Gather, compile, and provide analysis and interpretation of data in support of data projects.
4. Extract, prepare and organize data sets for modeling and analytical consumption.
5. Suggest and evolve variety of numerical models and evaluate their performance.
6. Perform ad hoc analyses on demand to understand ongoing business issues.

7. Create/maintain documentation of all analytical project work; Participate in model evaluation and review exercises.
8. Effectively communicate analytical processes and results (e.g., oral and written presentations).
9. Perform data quality checks to ensure high accuracy and integrity of modeling input data.

## Essential and Marginal Functions:

**In all aspects of performing the following functions the incumbent will:**

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

*This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.*

### Description of Duties

45% Essential

- 1. Perform complex research and data analysis activities, including data acquisition, preparation, statistical evaluation, reporting, visualization, and dissemination of findings to support business and program objectives.**
  - a. Compile, analyze and interpret data to support recommendations
  - b. Independently gather, compile, review and evaluate statistical data from primary and secondary sources (e.g., local, state and federal agencies, non-governmental groups) to ensure data integrity.
  - c. Develops unique research design methodologies to best fit the research requests made by internal stakeholders.
  - d. Create compelling data visualizations of statistical information (e.g., graphs, charts, tables, dashboards) to effectively convey data distributions and illustrate the relationships between variables.
  - e. Analyze data using statistics (e.g., mean, median, mode, percentages, frequency) to answer questions relevant to research studies.
  - f. Employ statistical sampling techniques to obtain representative and unbiased samples for data analysis in studies.
  - g. Write documents (e.g., project summaries, executive summaries, research reports, write papers, issue briefs, technical briefs, fact sheets) to disseminate technical information from research studies to technical or non-technical audiences.
  - h. Develop and deliver oral presentations for technical or non-technical audiences to disseminate information from research studies.
  - i. Import data into various software programs e.g., Excel, Access, Statistical Analysis System to prepare data (e. g., restructure, edit, clean) for analysis.
  - j. Maintain and update analytic databases containing data from various sources so data can be used in research projects.
  - k. Develop and maintain templates, tools, data sets, procedures and job aids; share these materials amongst peers and management.

30% Essential

2. **Perform data management and quality assurance activities to maintain accurate, reliable, and compliant data for analysis, reporting, and stakeholder use.**
  - a. Perform necessary quality assurance checks on data reported to the department and by the department.
  - b. Execute established data cleaning protocols and make recommendations for new data cleaning procedures.
  - c. Query databases and merge data sets.
  - d. Ensure proper formatting.
  - e. De-identifying data, as needed, to align with regulation and safe data sharing practices and laws.
  - f. Identifying missing data and employ logic checks on existing data.
  - g. Develop expertise on assigned data sources, including limitations.
  - h. Lead responsibility for analyzing and explaining data and responding to questions from internal and external stakeholders about data interpretation and trends.

25% Essential

3. **Provide data consultation, technical assistance, and analytical support to stakeholders, management, and project teams through collaboration, communication, and recommendations. Main task (Summary)**
  - a. Work on multi-disciplinary teams to support initiatives requiring data tables, visualizations and reports.
  - b. Establish and maintain cooperative and professional working relationships with stakeholders and staff at all levels.
  - c. Responsible for providing technical assistance to the department and organization on relevant data and databases.
  - d. Participate in user acceptance testing of any portals and tools for statistical analyses.
  - e. Attend meetings and trainings as needed or required.
  - f. Provide information from research studies and statistical reports to stakeholders.
  - g. Provide consultation and make recommendations to management based on key findings or analysis.
  - h. Provide assistance to management on special projects such as the workforce capacity studies, special database search requests and administrative support as needed.

100%

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## Required Knowledge Areas:

- Working knowledge of data mining, data analysis, statistical modeling, prototype building and operationalizing numerical models such as workforce capacity modeling and scenario forecasting.
- Working knowledge of research methods and techniques, including planning studies/investigations, statistical procedures.
- Working knowledge of Microsoft PowerBI, Microsoft TEAMS, Power Automate, and Power Query.
- General understanding of database concepts.
- Working knowledge of State Fund standard software applications.
- Working knowledge of various State Fund functions.

## Required Skills and Abilities:

- Ability to research, analyze, and evaluate information to make and support decisions.
- Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of “stakeholders”.

- Ability to influence others and negotiate agreements and consensus among project partners, work peers, and other stakeholders.
- Ability to achieve results according to objectives.
- Ability to manage multiple projects and tasks.
- Ability to coordinate, facilitate, and make presentations.
- Ability to effectively work with and relate with other people.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.

## Work Environment:

### Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.

### Travel:

- Travel to various work sites and locations for training and/or meetings.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.

### Emergency call backs:

- Not applicable.

### Work Hours:

- Maintain a work schedule that supports operational needs.

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### Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):

Supervisor Signature:

Date:

### Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):

Employee Signature:

Date: