DEPARTMENT OF DEVELOPMENTAL SERVICES
POPULATION RISK, QUALITY ASSURANCE, AND DATA OPERATIONS
RESEARCH AND DATA ANALYTICS BRANCH
PROGRAM MONITORING, EVALUATION, AND RESEARCH SECTION
ANALYTICS UNIT

DUTY STATEMENT

JOB TITLE: Research Data Supervisor I **POSITION #:** 472-527-5734-003

EMPLOYEE:

POSITION DESCRIPTION: Under the general direction from the Chief of the Program Monitoring, Evaluation, and Research Section, the Research Data Supervisor I (RDS I) is responsible for the planning and implementation of analytics projects, development of visually compelling and informative reports and dashboards, and ongoing assessment of member needs and interests in data products. As a working supervisor, the RDS I provides leadership, guidance, and direction to team members and participates in operational activities to achieve unit goals and objectives.

SUPERVISION EXERCISED: This position supervises an analytical team performing journey level work.

SUPERVISION RECEIVED: Under the general direction from the Chief of the Program Monitoring, Evaluation, and Research Section.

EXAMPLES OF DUTIES:

Essential Job Functions:

30% Directs and oversees the design, planning, and implementation of a comprehensive analytics strategy that defines data analytics objectives, priorities, and alignment with Department goals. Collaborates with internal and external members to develop written data analytics plans and roadmaps that anticipate emerging needs and support the timely availability of high-quality data for analysis. Works collaboratively with leadership within the Research and Data Analytics Branch and with the Information Technology Division to identify and assess data analytics tools, technologies, and platforms for suitability for Branch projects. Drives the development of visually compelling and informative reports and dashboards, and interactive maps that effectively communicate analytical findings. Ensures the accuracy, relevance, and timeliness of data visualizations, statistical products (e.g., microdata), and reports produced by the Analytics Unit and, upon request, provides consultation to other organizational units on the development of data visualizations.

Provides guidance and support, as needed, to develop new data collection and data integration strategies that maximize efficiency and access to timely and accurate information. Leads teams in support of local regional centers to increase data access, data fluency, visualization, and reporting. Participates as a lead in the development and curation of code repositories using Git technology. Provides technical leadership in data pipeline development, data integration, and analytical workflow improvement to support reliable, efficient, and reproducible data products.

20% Provides supervision, direction, administrative oversight, and scientific guidance to subordinate staff, particularly in the areas of data integration, visualization, data collection and extraction, and the development of statistical data products for use by internal and external members. This includes the identification of key training needs to meet current and future goals and providing for staff development in research planning, design, statistical analysis, reporting, and project closeout. Ensures staff are adequately prepared to perform the full range of analytical tasks by identifying and securing training opportunities to maintain domain knowledge in developmental disabilities and service systems, core research skills, including scientific reasoning, evaluation of evidence, advanced statistical analysis, and communicating results, technical literacy including understanding of data sources, access, and management, and research project management.

20% Works collaboratively with management and subject matter experts from Population Risk, Quality Assurance, and Data Operations to ensure that data collection, analysis, and dissemination incorporate principles of data consistency, quality, and overall equity. Reviews, manages, and oversees the preparation of requests for data from internal and external partners. Proactively analyzes patterns in data requests to identify current and emerging information needs and guides the development of reports and other data products for data warehouse and business intelligence projects. Develops complex methodologies to meet and proactively respond to ongoing business needs, such as service gap identification or anomaly detection. Promotes the use of sound statistical methods and data-driven approaches to identify trends, assess program performance, and inform decision-making.

15% Evaluates research and analytical project proposals for scientific merit, relevance, and feasibility to ensure proposals are grounded in the California Department of Developmental Services (Department) mission and business needs. Monitors scientific and technical resource needs and works with Department management to ensure approved projects are sufficiently scoped and supported.
Ensures compliance with all state and federal laws, regulations, and policies so that research and evaluation data management adheres to ethical principles and security and confidentiality requirements.

10% Designs reports and oversees research staff in the writing of publications and reports on research projects and data analyses. Presents evaluation and research results and interprets data at meetings and conferences. Represents Research and Data Analytics Branch, Population Risk, Quality Assurance, and Data Operations, and the Department, as needed, in intra-departmental and external forums concerned with the care and treatment of individuals served by the Department and related community members.

Marginal Job Functions:

5% Occasional coverage for branch supervisors during leave. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Onsite work is performed in an open-spaced, partitioned office environment. Occasional daytime and overnight statewide travel may be required. 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: strong statistical and analytical skills; the ability to manipulate, analyze, and integrate complex datasets using programming languages such as SQL and Python; knowledge of relational databases, data warehouses, data pipeline development, and data integration processes, including extract, transform, and load (ETL); working knowledge of Power BI, Tableau, or other data visualization tools, including the ability to develop interactive dashboards and visualizations to communicate complex information effectively; and familiarity with version control tools such as Git.

Ability to: think strategically and anticipate future challenges and opportunities; communicate ideas, expectations, and feedback clearly and concisely while fostering open and transparent communication; adapt to change and uncertainty; make sound decisions and solve problems effectively; lead and manage projects to achieve organizational goals.

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.