

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Division</b><br>Research, Evaluation, and Data Insights |                                 |                         |
| <b>Position No / Agency-Unit-Class-Serial</b><br>461-535-4872-902                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Unit</b><br>Expert Determination                        |                                 |                         |
| <b>Class Title</b><br>Graduate Student Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Location</b><br>Sacramento                              |                                 |                         |
| <b>Subject to Conflict of Interest</b><br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CBID</b>                                                | <b>Work Week Group:</b>         | <b>Pay Differential</b> |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                            |                                 |                         |
| <b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b><br>Under close supervision of the Research Data Supervisor II of the Evaluation and Data Innovation Branch, within the Research, Evaluation and Data Insights Division, the Graduate Student Assistant will assist with research, data entry, data clean-up, and/or technical duties related to the coordination of research projects surrounding operational business practices and staffing resources. The incumbent will assist senior research experts in research planning and execution efforts on priority projects. An ideal candidate will be self-motivated and have a strong data and research background.<br>Advanced Microsoft Office experience is preferred including but not limited to Outlook, Excel, SharePoint, and PowerPoint. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                            |                                 |                         |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>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; percentage must total 100%. (Use additional sheet if necessary).</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                            |                                 |                         |
| 45%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Assist with coordinating research, data collection, and/or technical activities to support research projects surrounding operational business practices and staffing resources. Collect and collate data. Utilize appropriate statistical analyses and other techniques to explain or describe relationships. Prepare data visualization, including but not limited to charts, timelines, interactive dashboards, and info graphics. Provide support to the Research Specialists leading the studies by taking on dataset collection, maintenance, and analysis. Independently maintain research project schedules and issue/resolution logs for each project or research study. |                                                            |                                 |                         |
| 45%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Manage and analyze multiple datasets to support the tracking of data metrics as it relates to each research project. Utilize data extraction programs such as SQL and programs such as Excel and Tableau to manage data and create visualizations. Assist in the development of research findings and recommendations. Reference existing literature or best practices in other states to justify threshold where applicable. Assist in the development of calculations, visuals, and narratives as requested. Assist in the development of relevant key performance indicators.                                                                                                 |                                                            |                                 |                         |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Provide administrative support and assist with routine office operations such as creating and scheduling meetings for staff, creating agendas and taking meeting minutes, coordinating supply ordering, etc. Attend departmental meetings as requested.                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                            |                                 |                         |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Performs other related duties consistent with specifications of the classification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                            |                                 |                         |

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| <p>Other Information</p> | <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice.</p> <p>Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Cisco Jabber, Microsoft Office, Microsoft Teams, WebEx, Zoom and other virtual platforms is required.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Supervisor's Signature</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div> |
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