DEPARTMENT OF DEVELOPMENTAL SERVICES
POPULATION RISK, QUALITY ASSURANCE, AND DATA OPERATIONS
RESEARCH AND DATA ANALYTICS BRANCH
DATA AND FISCAL RESEACH SECTION
FISCAL DECISION SUPPORT UNIT

DUTY STATEMENT

JOB TITLE: Research Data Specialist I **POSITION #:** 472-527-5742-011

EMPLOYEE:

POSITION DESCRIPTION: The Research Data Specialist I (RDS I) serves as a technical expert within the Fiscal Decision Support Unit, under general direction of the Research Data Supervisor II. The RDS I performs fiscal research, quantitative modeling, and data integration analyses to support statewide fiscal oversight, cost containment, and budget impact assessments for the Department of Developmental Services (department). This position is responsible for designing and maintaining fiscal performance dashboards, developing sensitivity and cost-driver analyses, supporting the Data Task Force in advancing fiscal data fluency, and providing consultative expertise on the integration of fiscal, demographic, and service utilization datasets.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: The RDS I works under the general direction of the Research Data Supervisor II.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Conduct fiscal cost-driver and decomposition analyses to identify underlying trends in service utilization and expenditure growth. Develops and apply quantitative models to evaluate the budgetary impact of policy or rate changes, caseload shifts, and new program initiatives. Carries out sensitivity analyses to evaluate alternative fiscal scenarios and forecast uncertainty. Provides consultation to departmental leadership on fiscal risk management and cost containment strategies.

25% Develops and maintains interactive fiscal dashboards and visualization tools using Python , Power BI, Tableau, or similar tools. Ensures fiscal dashboards align with executive priorities and enable monitoring of cost trends, budget performance, and key fiscal indicators. Collaborates IT Data Engineering teams to set up and maintain Continuous Integration and Continuous Delivery/Deployment pipeline for apps and timely data refresh cycles.

20% Serves as a lead technical expert in integrating fiscal, service, and demographic data across systems. Develops data pipelines using SQL, Python, and Azure DevOps to support forecasting and fiscal oversight initiatives. Participates in data governance and code repository efforts to enhance data reliability, transparency, and traceability.

10% Supports the departments Data Task Force by developing training materials and conducting workshops to increase staff and regional center capacity in fiscal data fluency, visualization, and analytical methods. Collaborates across divisions to establish consistent fiscal reporting practices and performance metrics.

Marginal Job Functions:

10% Prepares and presents fiscal research findings to executive leadership and external stakeholders. Produces high-quality analytical reports, policy briefs, and technical documentation. Ensures adherence to departmental data governance, confidentiality, and reproducibility standards. Responds to ad hoc data and research requests from the Director's Office or other divisions. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Onsite work is performed in an open-spaced, partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a computer. 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:

Expertise in fiscal modeling, cost decomposition, and budget forecasting; proficiency in SQL, Python, R, and data visualization tools (Python/Power BI/Tableau); strong understanding of econometric or machine learning methods applied to fiscal data; excellent communication and collaboration skills; familiar with source code version control system such as Git; working knowledge of docker containerization platform.

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.