DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.

NAME		**EFFECTIVE DATE**	
UNIT	Forecasting: Demographic Research	**POSITION NUMBER**	300-320-5740-003
CLASSIFICATION	Research Data Manager		

SCOPE

Under the administrative direction of the Chief of the Demographic Research Unit, the Research Data Manager supervises the retrieval, analysis, and distribution of demographic data sets including those from the U.S. Census Bureau such as the CPS, ACS, and files from the decennial census. The position also involves advising on the production and methods of estimate and projection series produced by the Unit. This position supervises Geographic Information Systems research, Census Quality research, as well as the programs, operations, and research and development of city estimates.

ESSENTIAL FUNCTIONS

60%	The incumbent supervises the development and evaluation of research methodologies and statistical techniques as well as the collection, compilation, analysis, and interpretation of data, including data from the numerous surveys and censuses of the U.S. Census Bureau. Duties also include planning, organizing, and managing research projects, reviewing written and oral reports of research results; monitoring workflow and quality, and evaluating work processes. The Research Data Manager supervises a Research Data Supervisor and two Research Data Specialists. The Research Data Manager guides research staff on acquiring appropriate demographic and research skills and mentors staff on research methods, with the goal of all staff developing the ability to plan, conduct, and complete research projects and meet Finance quality expectations. Duties also include coordinating and managing some Census Bureau programs on behalf of California, and supervising and reviewing work of the Research Data Specialists and Research Data Analysts conducting research for the Demographic Research Unit and developing city population and housing estimates. Extensive and sensitive research and analysis on behalf of the Finance Director and the Governor's Office regarding policy and program development are frequently expected of this position and positions supervised by the incumbent. Performance of these duties requires coordinating staff, working with other state agencies, conferring with local governments, and meeting with the federal government officials. It also requires working with high level officials in the Department of Finance and the Governor's Office, often working long hours at short notice.
20%	Duties include providing consultation to state and local government agencies, and private agencies as requested through telephone conversations, preparing written reports, or oral presentations on a wide variety of demographic issues. The incumbent may serve on Census Bureau steering or advisory committees or provide other advice to the federal government on national issues related to research and data concerns.
20%	Coordinate the development of hypotheses; manage research projects, and findings with the DRU Chief, other Research Data Managers, Research Data Supervisor, Research Data Specialists, and Research Data Analysts, including those not under direct supervision to ensure that work products are fully incorporated into Forecasting and Finance work. Facilitate the sharing of research findings relevant to state government within Finance, with other state agencies and research staff in other states. This work includes development of material used in the Budget "A pages." Work with DRU staff on decennial census programs, such as LUCA and

	PSAP, and conduct demographic analysis and/or coordinate survey research in order to determine if a census should be certified or potentially make recommendations to adjust a census.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge and abilities of the Research Data Analyst I, Research Data Analyst II, Research Data Specialist I, Research Data Specialist II, Research Data Specialist III, Research Data Supervisor I, and Research Data Supervisor II classifications and the following:

- Strategic planning principles and concepts in order to lead or participate in unit/branch strategic planning sessions.
- State budgeting processes to meet mandatory and regulatory requirements.
- Principles and concepts of demography in a research and statistical setting.
- Application and interpretation of statistical techniques used in demographic research.
- United States Census Bureau practices, data, and publications.
- Exercise a high degree of initiative, independence of action and originality.
- Demonstrate tact and exercise sound judgment that recognizes the best interests of the State and the Department of Finance.
- Communicate effectively.
- Develop and maintain effective and cooperative working relationships.
- Easily adapt to changing priorities.
- Supervise a team of employees.
- Plan and project workload and allocate staff resources to meet work demands.

SIGNATURES

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		**DATE**	

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	