

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist I	Working Title Data Scientist
Employee Name Vacant	Position Number 791-753-1402-020
Project/Division Name Child Welfare Digital Services	Supervisor's Name Andrea Hollen
Unit Application Development	Supervisor's Classification Information Technology Manager I
Physical Work Location 2870 Gateway Oaks Blvd	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input type="checkbox"/> Business Technology Management <input type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions): Under the direction of the Product Chief (ITM I), the Data Scientist (ITS I) will collaborate with a diverse set of internal teams and external stakeholders to design and maintain domain models, event models, metric specifications, transformation/calculation logic, statistical models, report specifications and other artifacts supporting the delivery of CARES. The Data Scientist will support Data Engineers in implementing and deploying these models. The Data Scientist will also build, generate and interpret reports supporting data quality monitoring, product analytics and outcome analytics.</p>	
Percentage of Duties	Essential Functions
40%	<p>Design and maintain, in collaboration with Researchers, Service/Experience Designers, Business Analysts, Subject Matter Experts (SMEs), Policy/Program Analysts, Domain Architects and Data Architects/Engineers,</p> <ul style="list-style-type: none"> The CARES Domain Model, including Domain Aggregates and mappings to required State/Federal reports and key process, program/practice and outcome metrics. The CARES Event Model, including administrative workflow, program/practice and child/family "life" events. Specifications for metrics, including calculation logic and data visualization concepts for the process, program/practice and outcome metrics that instrument the Value Hypothesis for each Product Building Block. Specifications for data streams/topics, transformation/calculation logic, data extracts, and views/reports implemented on the CARES Data Infrastructure (CDI). Specifications for longitudinal data stores on the CDI. Specifications for data services (e.g. APIs providing access to data streams or curated datasets) implemented on the CDI.

	<ul style="list-style-type: none"> Specifications for embedded metrics, reports and dashboards on PaaS. Continuous data quality monitoring scripts and protocols.
30%	Build and interpret reports and statistical models supporting continuous data quality monitoring, product analytics, operational analytics and longitudinal outcome analytics. Working with large amounts of structured and unstructured data, formulate and test hypotheses to assess the value of product and business strategies.
10%	Support product delivery teams in conducting research with data consumers, including program managers and research partners. Translate research findings into consumable artifacts and materials supporting project communication with a range of constituents.
10%	Advise Data Conversion Analysts/Engineers on the CARES Domain and Event Models. Assist Data Conversion Engineers in designing data conversion and cleansing logic.
Percentage of Duties	Marginal Functions
5%	Collaborate with the CWDS Policy Team in maintaining and supporting the CCWIS Data Quality and Data Governance Plans.
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Intermittent (34-50%)	Sitting: Intermittent (34-50%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: <i>Click here to enter text.</i>	
Type of Environment: a. High Rise b. Cubicle	
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.	

5. SUPERVISION

Supervision Exercised <i>(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)</i>
N/A

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval

Duties meet class specification and allocation guidelines.

Exceptional allocation, 625 on file.

HR Analyst initials

SH

Date approved

11/04/2019

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE