State of California - Department of Social Services
DUTY STATEMENT

Current/Proposed

EMPLOYEE NAME:

Vacant

CLASSIFICATION:	POSITION NUMBER:
Education Research & Evaluation Consultant (EREC)	800-352-2643-500

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Child Care & Development Division	Data & Research Unit

SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Cliff Li	Research Data Manager

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☑ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.	I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE
Lupe Jaime-Mileham Digitally signed by Lupe Jaime-Mileham Date: 2022.04.19 16:00:23 -07'00'			

SUPERVISION EXERCISED *(Check one)*:

☑ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other CDSS programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported childcare and development programs and services in California. These include programs that provide a variety of state-subsidized childcare services, quality improvement plan activities, local childcare and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and stakeholders.

CONCEPT OF POSITION:

Under the general direction of the Research Data Manager of the Data, Research, and Planning Office, the incumbent is responsible for analyzing and interpreting child care data; developing statistical models; and preparing statistical and research reports. The incumbent will provide statistical consulting services for program units and department managers; and will be a technical resource to various state agencies (e.g., Department of Finance [DOF], Department of General Services [DGS], and the Legislative Analyst's Office [LAO]) and the federal government. This work requires knowledge of a broad range of complex child care policies and issues. SAS (Statistical Analysis System) user with multiple years of experience is preferred.

A. RESPONSIBILITIES OF POSITION:

45% - Data Collection and Data Quality: Coordinate with the appropriate staff (e.g., Research Program Specialist II, program/data analysts, CCDD consultants, and programmers) to plan and oversee child care data collection activities; work with staff to design and test computerized data collection and analysis tools; develop and utilize data cleaning techniques; produce data quality reports to ensure data integrity; utilize child care data to identify agencies that are out-of-compliance; coordinate with management, CCDD consultants, and other data staff to resolve issues of non-compliance; make recommendations about improving data quality; utilize data to respond to ad hoc information requests from various sources including the DSS Management, the Department of Finance, the Legislature and Administration, the federal government, and various non-profit research organizations; produce authoritative reports and other work products that invite action by the Legislature and the Administration; analyze data and produce informational reports to be published online; evaluate proposals by the Legislature and the Administration; and compile and synthesize large amounts of qualitative and quantitative information.

25% - Stats/Sampling/Research Methodology/Technical Assistance: Function as the lead for areas involving quantitative research methods, sampling designs, and statistical analysis; analyze and interpret cross-sectional and longitudinal data with appropriate statistical methodology (e.g., descriptive statistics, significance tests, regression analysis, and time-series analysis); prepare statistical and research reports for top departmental management, legislators, control agencies, the federal government, and other stakeholders; provide presentations to explain how the data reflects about CDSS' child care programs (i.e., particular policy effectiveness, areas that require additional child care services); provide consultation on statistical analysis and sampling designs; and provide technical training to Branch staff in statistical analysis and data operation techniques.

15% - Consultant/Resource to Policy Makers: Serve as a prime consultant and technical resource to policymakers including the State Superintendent of Public Instruction, researchers, child care contract agencies, and vendors; and respond to research needs from the Governor's office, the Legislature, and other policymakers by conducting short-term research projects or providing analytical assistance.

10% - Committees and Groups: Participate in committees that focus on child care data; and participate in inter-and intra-departmental collaboration work groups to define goals and participate in joint activities that provide research-based data to administration and policymakers.

5% - Other Duties: Keep the DRPO Manager apprised of the status of projects and issues; recommend solutions; provide technical training to Branch staff in statistical analysis and data operations; participate in staff meetings; and perform other job-related duties as required.

B. <u>SUPERVISION RECEIVED</u>:

The EREC receives direction from, and reports to, the Research Data Manager over the Data, Research, and Planning Office.

C. <u>ADMINISTRATIVE RESPONSIBILITY</u>:

Support the Research Data Manager in the mentoring and training of AGPA and SSA staff in the office.

D. <u>PERSONAL CONTACTS</u>:

The EREC supports projects in the Data Research and Planning Office and works closely with the Research Data Manager, other ERECs, and analyst staff. Regular interactions may occur with the deputy director, administrative managers, support staff, and other department staff.

E. <u>ACTIONS AND CONSEQUENCES</u>:

The EREC is responsible for leading assigned projects as well as developing mechanisms that will support the timely and completion of assignments and projects. The EREC must be flexible, take initiative, be self motivated, be able to problem solve, and complete projects with little supervision. The EREC must follow all processes and procedures of the department, division, and unit. Must communicate effectively, support the growth and viability of the department, division, and the assigned unit. Failure to implement said job duties and actions, will adversely affect staff morale, as well as damage the reputation of the department, division, and unit.

F. <u>OTHER INFORMATION</u>:

Desirable Qualifications:
• Experience in Data Research
• Effective Project Management Skills
• Effective Public Speaking Skills
• Effective writing skills
• Effective relationship building
• Experience problem solving and providing customer service