

DUTY STATEMENT

DS 3022 (06/22)

DEPARTMENT OF DEVELOPMENTAL SERVICES
Division of Community Assistance and Outcomes
Office of Quality Assurance
DUTY STATEMENT

EMPLOYEE:**JOB TITLE:** Research Data Specialist II**POSITION #:** 472-540-5758-002**POSITION DESCRIPTION:**

Under the general direction of the Staff Services Manager III, and in alignment with the goals and objectives of the Office of Quality Assurance, the Research Data Specialist II (RDS II) independently performs technical research, analytical, and statistical work. The RDS II responds to ad-hoc research and data analysis requests, utilizing business intelligence software programs to query, validate, format, and organize structured and unstructured data to identify trends and assess outcomes in areas where changes are being implemented. The RDS II collates, validates, analyzes, and interprets data provided by other DDS divisions, contractors, and various other sources. Incumbents have responsibility for coordinating more complex research projects or activities, which may involve defining and creating new data models and visualizations to ensure information needs are met. Senior departmental management utilizes these highly skilled practitioners as prime resource persons and innovators in the areas of quality assurance and outcomes. The RDS II has responsibility for designing and directing major complex research projects or activities and data utilization and visualization. The RDS II also functions as a lead on data utilization and visualization.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports to the Staff Services Manager III in Office of Quality Assurance.**EXAMPLES OF DUTIES:**Essential Job Functions:

25% Designs and develops research methodologies to obtain and analyze data with a thorough understanding of internal and externally available data sources. Writes queries using Structured Query Language (SQL), or other similar processes, for departmental data requests and program initiative. Creates ad hoc and automated reports which may be used to assist in measuring and managing program performance and for analysis and decision making by departmental staff and management. Selects appropriate research methodologies, noting the limitations of final study designs. Applies complex statistical techniques and models to evaluate developmental programs and services. Develops analytical datasets from a variety of internal and external sources, validating data quality, documenting data definitions, and securing data confidentiality. Examines and makes suggestions for improvements to existing procedures, data sources, and information technology functions.

- 25% Provides expert consultative services in reviewing and analyzing state and federal data reports which may be used as data sources and/or for analysis and decision making by department staff, management, and executive team. Designs and applies data quality protocols. Uses expert-level skills in advanced analytical tools and software such as SAS or SPSS. Understands nuanced details about and differences in databases and data elements. Creates and maintains tools and databases. Conducts and interprets descriptive and/or inferential statistical analyses using appropriate data sets and software to test hypotheses and formulate conclusions and recommendations. May build the infrastructure required for optimal extraction, transformation, and loading of data from a wide variety of data sources using appropriate software and 'big data' (SQL and AWS) technologies.
- 15% Analyzes and evaluates the impact of changes to existing programs, procedures, business processes, and/or policies. Translates departmental policy(s) into action programs and/or tests the impact of policy changes. Maintains an in-depth understanding of business functions, processes, and relationships as it relates to data. Trains, educates, and motivates teams to maximize the usage of data. Assists in developing key data policy activities including data policies. Partners with technical and non-technical colleagues to understand data. Maintains data dictionary for all governed data. Defines methods for measuring and monitoring data quality and policy adherence. Identifies and analyzes root causes of data quality issues.
- 15% Uses creativity when independently designing research projects and post-research data displays and reports that are appealing and understandable to a wide audience. Designs, implements, and maintains statewide dashboards to support research and data analytics in various developmental programs and services. Leads initiatives to incorporate interactive dashboards into business practices. Works with other stakeholders on the development and implementation of dashboards. Serves as coordinator or team leader on larger complex projects, which may involve members of multiple disciplines. Supports the work of various divisions and teams by providing data and analysis and assists in the development of program metrics and benchmarks.
- 15% Collaborates with colleagues in other DDS divisions and state agencies regarding data integrity, data extraction, and data interpretation to ensure the results of data analyses reflect the most appropriate methodology to answer research questions and that reports of data analyses are accurate, clear and well-documented.
- 5% Completes other duties as assigned within the scope of this position.

DESIRABLE QUALIFICATIONS:

Knowledge of: DDS, regional center, and state service system. Familiarity with Research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; support database architects, data analysts on data initiatives to ensure optimal data delivery architecture is consistent throughout ongoing projects; advanced expertise in Microsoft Excel, PowerPoint, SPSS, and other analytical and presentation software applications.

Ability to: Communicate effectively with individuals and groups; provide expert consultation on the feasibility impact or potential of a variety of operations, projects or proposals to the department and to other organizations; analyze and make recommendations; reason logically and apply critical thinking skills; communicate effectively about data and research to individuals and groups, verbally and in writing; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; participate in teams as a leader or team member; establish and maintain supportive, cooperative and harmonious relationships with others.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date
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Supervisor Name (Print)	Supervisor Signature	Date
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Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.