State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
Vacan	

CLASSIFICATION:	POSITION NUMBER:
Research Data Analyst (RDA) I	800-472-5729-912

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
HHD / Data, Integration, and Operations Branch	Data Systems and Analysis Section / Family Programs Data Analysis Unit

SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
TBD	Research Data Supervisor (RDS) I

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

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:

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 California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Housing and Homelessness Division (HHD) works with stakeholders to integrate social services with housing support services; share best practice and creative solutions to address homelessness; increase access to benefits and client-centered services; and ensure any instance of homelessness is rare, brief, and non-recurring. HHD is responsible for the development, implementation, and evaluation of statewide policies and procedures related to CDSS programs pertaining to homeless prevention, housing support, and mitigation of homelessness.

The Data Systems Section is responsible for the collection, analyses and dissemination of timely and accurate data that provides the Division with vital information on its programs. This data is the basis for budgetary projections, assessment of program policies and evaluation of outcomes. The data also provides information relative to program trends, issues and emerging needs.

The Family Programs Data Analysis Unit is responsible for the collection, analyses and dissemination of timely and accurate data that provides the Division with vital information on its programs. This data is the basis for budgetary projections, assessment of program policies and evaluation of outcomes. The data also provides information relative to program trends, issues and emerging needs. The unit tracks program trends and develops program projections utilizing program data, fiscal data and broader administrative data sets for deeper evaluation.

CONCEPT OF POSITION:

Under the general supervision of the Research Data Supervisor (RDS) I, the Research Data Analyst (RDA) I is responsible for extraction and analysis of housing and homelessness data for purposes of tracking and reporting for Housing and Homelessness Division (HHD) programs. The RDA I must have a basic understanding of data collection, research and statistical methods, housing and homelessness programming, and the general principles, concepts, and terminology used in research.

A. <u>RESPONSIBILITIES OF POSITION</u>:

35%: Data Analysis and Insights

Assist in routine data quality reviews of data in the Housing and Homelessness Data Reporting Solution (HHDRS). Assist in the development of statewide performance metrics, benchmarks, and accountability dashboards for progress monitoring and accountability systems for housing and homelessness programming. Support the preparation of data for ad hoc data requests for the Division and Department related to HHD. Maintain data cleaning and processing scripts to support automation and streamlining of data processing and analysis. Support various qualitative and quantitative techniques and approaches for analyzing and interpreting data. Assist in the design, writing and production of reports related to program progress monitoring. Communicate verbally and in writing report findings to stakeholders.

30%: Process and System Improvement

Support the development and implementation of data quality standards, tools and processes. Identify weaknesses in HHDRS and participate in discussions for system improvements to optimize efficiency. Coordinate with and provide input to HHD data integration team on integrity and harmonization of data and metrics across various systems. Provide recommendations and support activities towards continuous quality improvements for reducing data burden and duplications for program operators. Assist the preparation and maintenance of comprehensive documentation for databases, protocols and workflows.

30%: Program Evaluation and Policy Development Support

Provide input for housing and homelessness program evaluations and other research related activities. Provide training and technical assistance to HHD internal and external stakeholders and partners on data management and data analysis techniques. Collaborate with HHD internal and external stakeholders and partners to propose policy changes and data-driven solutions for improving program performance and housing and homelessness solutions.

5%: Additional Responsibilities

Other duties as assigned.

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

The RDA I receives direction from and reports directly to the RDS I (Supervisor) of the Family Programs Data Analysis Unit.

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

None.

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

The RDA I has frequent contact with California Department of Social Services program and policy staff.

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

The RDA I exercises sound judgment related to data preparation and analysis. Poor judgment can delay policy and budgetary decisions and affect work effectiveness. Failure to carry out necessary objectives by the RDA I results in inefficient operations, a waste of limited government funds, and missed opportunities to improve programs that serve our populations.

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

The ideal candidate for this position will have excellent quantitative and qualitative analysis capabilities and strive in a team setting. Desirable qualifications for this position would be a person who has strong project management, analytical and data design skills. Knowledge and use of data analytic and visualization software such as Power BI or Tableau is preferred, but not required. Other desirable qualifications for this position would be experience in identifying and implementing improvements to data-related processes and experience in communicating complex data analyses to management.

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME: Vacan	
CLASSIFICATION: Research Data Specialist (RDS) I	POSITION NUMBER: 800-472-5742-912
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)* HHD / Data, Integration, and Operations Branch	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)* Data Systems and Analysis Section / Family Programs Data Analysis Unit
SUPERVISOR'S NAME: TBD	SUPERVISOR'S CLASS: Research Data Supervisor (RDS) I

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

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:

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 California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Housing and Homelessness Division (HHD) works with stakeholders to integrate social services with housing support services; share best practice and creative solutions to address homelessness; increase access to benefits and client-centered services; and ensure any instance of homelessness is rare, brief, and non-recurring. HHD is responsible for the development, implementation, and evaluation of statewide policies and procedures related to CDSS programs pertaining to homeless prevention, housing support, and mitigation of homelessness.

The Data Systems Section is responsible for the collection, analyses and dissemination of timely and accurate data that provides the Division with vital information on its programs. This data is the basis for budgetary projections, assessment of program policies and evaluation of outcomes. The data also provides information relative to program trends, issues and emerging needs.

The Family Programs Data Analysis Unit is responsible for the collection, analyses and dissemination of timely and accurate data that provides the Division with vital information on its programs. This data is the basis for budgetary projections, assessment of program policies and evaluation of outcomes. The data also provides information relative to program trends, issues and emerging needs. The unit tracks program trends and develops program projections utilizing program data, fiscal data and broader administrative data sets for deeper evaluation.

CONCEPT OF POSITION:

Under the general supervision of the Research Data Supervisor (RDS) I, the Research Data Specialist (RDS) I is responsible for extraction and analysis of housing and homelessness data for purposes of tracking and reporting for Housing and Homelessness Division (HHD) programs. The RDS I must have a comprehensive understanding of data collection, research and statistical methods, housing and homelessness programming, and the general principles, concepts, and terminology used in research.

A. <u>RESPONSIBILITIES OF POSITION</u>:

35%: Data Analysis and Insights

Design and implement the process for data quality reviews of data in the Housing and Homelessness Data Reporting Solution (HHDRS). Lead the development of statewide performance metrics, benchmarks, and accountability dashboards for progress monitoring and accountability systems for housing and homelessness programming. Conduct various data analyses for evaluating trends, effectiveness and outcomes for the Division and Department related to HHD. Develop and maintain data cleaning and processing scripts to support automation and streamlining of data processing and analysis. Implement various qualitative and quantitative techniques and approaches for analyzing and interpreting data. Design and produce technical research reports and presentations. Communicate verbally and in writing report findings to stakeholders.

30%: Process and System Improvement

Develop and support implementation of data quality standards, tools and processes. Identify weaknesses in HHDRS and participate in discussions for system improvements to optimize efficiency. Coordinate with and provide input to HHD data integration team on integrity and harmonization of data and metrics across various systems. Provide recommendations and lead activities towards continuous quality improvements for reducing data burden and duplications for program operators. Develop comprehensive documentation for databases, protocols and workflows.

30%: Program Evaluation and Policy Development Support

Serve as a subject matter expert for housing and homelessness program evaluations and other research related activities. Lead training and technical assistance for HHD internal and external stakeholders and partners on data management and data analysis techniques. Collaborate with HHD internal and external stakeholders and partners to propose policy changes and data-driven solutions for improving program performance and housing and homelessness solutions.

5%: Additional Responsibilities

Other duties as assigned.

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

The RDS I receives direction from and reports directly to the RDS I (Sup) of the Family Programs Data Analysis Unit.

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

None.

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

The RDS I has frequent contact with California Department of Social Services program and policy staff.

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

The RDS I exercises sound judgment related to data preparation and analysis. Poor judgment can delay policy and budgetary decisions and affect work effectiveness. Failure to carry out necessary objectives by the RDS I results in inefficient operations, a waste of limited government funds, and missed opportunities to improve programs that serve our populations.

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

The ideal candidate for this position will have excellent quantitative and qualitative analysis capabilities and strive in a team setting. Desirable qualifications for this position would be a person who has strong project management, analytical and data design skills. Knowledge and use of data analytic and visualization software such as Power BI or Tableau is preferred, but not required. Other desirable qualifications for this position would be experience in identifying and implementing improvements to data-related processes and experience in communicating complex data analyses to management.

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:
Vacan

CLASSIFICATION:	POSITION NUMBER:
Research Data Analyst (RDA) II	800-472-5731-912

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
HHD / Data, Integration, and Operations Branch	Data Systems and Analysis Section / Family Programs Data Analysis Unit

SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
TBD	Research Data Supervisor (RDS) I

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

SUPERVISION EXERCISED *(Check one)*:

✔ None   Supervisor   Lead Person   Team Leader

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

Total number of positions for which this position is responsible:

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MISSION OF ORGANIZATIONAL UNIT:

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The Family Programs Data Analysis Unit is responsible for the collection, analyses and dissemination of timely and accurate data that provides the Division with vital information on its programs. This data is the basis for budgetary projections, assessment of program policies and evaluation of outcomes. The data also provides information relative to program trends, issues and emerging needs. The unit tracks program trends and develops program projections utilizing program data, fiscal data and broader administrative data sets for deeper evaluation.

CONCEPT OF POSITION:

Under the general supervision of the Research Data Supervisor (RDS) I, the Research Data Analyst (RDA) II is responsible for extraction and analysis of housing and homelessness data for purposes of tracking and reporting for Housing and Homelessness Division (HHD) programs. The RDA II must have an understanding of data collection, research and statistical methods, housing and homelessness programming, and the general principles, concepts, and terminology used in research.

A. RESPONSIBILITIES OF POSITION:

35%: Data Analysis and Insights

Conduct routine data quality reviews of data in the Housing and Homelessness Data Reporting Solution (HHDRS). Assist in the development of statewide performance metrics, benchmarks, and accountability dashboards for progress monitoring and accountability systems for housing and homelessness programming. Prepare data for ad hoc data requests for the Division and Department related to HHD. Develop and maintain data cleaning and processing scripts to support automation and streamlining of data processing and analysis. Implement various qualitative and quantitative techniques and approaches for analyzing and interpreting data. Assist in the design, writing and production of reports related to program progress monitoring. Communicate verbally and in writing report findings to stakeholders.

30%: Process and System Improvement

Support the development and implementation of data quality standards, tools and processes. Identify weaknesses in HHDRS and participate in discussions for system improvements to optimize efficiency. Coordinate with and provide input to HHD data integration team on integrity and harmonization of data and metrics across various systems. Provide recommendations and implement activities towards continuous quality improvements for reducing data burden and duplications for program operators. Prepare and maintain of comprehensive documentation for databases, protocols and workflows.

30%: Program Evaluation and Policy Development Support

Provide input for housing and homelessness program evaluations and other research related activities. Provide training and technical assistance to HHD internal and external stakeholders and partners on data management and data analysis techniques. Collaborate with HHD internal and external stakeholders and partners to propose policy changes and data-driven solutions for improving program performance and housing and homelessness solutions.

5%: Additional Responsibilities

Other duties as assigned.

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

The RDA II receives direction from and reports directly to the RDS I (Supervisor) of the Family Programs Data Analysis Unit.

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

None.

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

The RDA II has frequent contact with California Department of Social Services program and policy staff.

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

The RDA II exercises sound judgment related to data preparation and analysis. Poor judgment can delay policy and budgetary decisions and affect work effectiveness. Failure to carry out necessary objectives by the RDA II results in inefficient operations, a waste of limited government funds, and missed opportunities to improve programs that serve our populations.

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

The ideal candidate for this position will have excellent quantitative and qualitative analysis capabilities and strive in a team setting. Desirable qualifications for this position would be a person who has strong project management, analytical and data design skills. Knowledge and use of data analytic and visualization software such as Power BI or Tableau is preferred, but not required. Other desirable qualifications for this position would be experience in identifying and implementing improvements to data-related processes and experience in communicating complex data analyses to management.