# Job Opportunity Bulletin

Post Date: FEBRUARY 26, 2014

# RESEARCH ANALYST II (will consider Research Analyst I)

Salary Range: \$4,619 - \$5,784
Permanent, Full Time
FINAL FILING DATE: March 12, 2014

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as a Research Analyst II in the Estimates Section of the Fiscal Forecasting Branch.

The Research Analyst II performs the more independent, responsible, varied and complex technical research and statistical work. The Research Analyst II may provide consultative advice to various governmental entities and agencies, and may act as a lead person. Work at this level is often characterized by independent development and employment of research methodology and techniques; and the designing and implementation of research projects.

For complete duties, please see the duty statements on the following pages.

# REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of social and research methods and techniques to conduct major research projects and statistical studies of DDS programs.
- Comprehensive knowledge of survey methods and analytical techniques in sampling and analyzing research populations.
- Basic knowledge of operations research methods to conduct major research projects and statistical studies of DDS programs.
- Ability to adjust to shifting priorities and workload.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in Downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants and farmer's markets. If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) and a resume by the final filing date. All applicants will be considered however, SROA/Surplus will be given priority. Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification)** and position #473-147-5731-001 on your application. Please indicate on your STD. 678 if you are applying as a Research Analyst II or Research Analyst I.

### JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to: **Position # 473-147-5731-001** 

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Linda Newson

All applications will be screened and only the most qualified will be interviewed.

## **CONTACT INFORMATION**

Name: Linda Newson

Number: (916) 322-9018

Email:

linda.newson@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES 1600 9<sup>th</sup> Street, MS-Q Sacramento, CA 95814

# Department of Developmental Services Administration Division Fiscal Forecasting Branch Estimates Section

# JOB DESCRIPTION

JOB TITLE: Research Analyst II, General

**POSITION #:** 473-147-5731-001

# **GENERAL STATEMENT OF DUTIES:**

Under general supervision of the Chief of the Estimates Section, the Research Analyst II is a subject-matter generalist who performs in a full journey-level capacity and is responsible for developing and explaining complex fiscal estimates relating to regional center community services for people with developmental disabilities and their families.

**SUPERVISION RECEIVED:** Reports to the Chief of the Estimates Section, Staff Services Manager III.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Requires working under stressful conditions and irregular hours during peak workload periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

**TYPICAL WORKING CONDITIONS:** Open-spaced, partitioned offices with smoke-free environment.

# **EXAMPLES OF DUTIES:**

- 45% Quantifies the estimated regional center population and fiscal impact using a variety of statistical and mathematical procedures. This may require the innovative, original and/or creative development of complex data sources, sometimes from outside the Department. Statistical procedures employed may include the design and development of new service provider surveys, and/or the adaptation of existing ones.
- 20% Develops defensible estimating methodologies for quantifying the fiscal impact on the regional center community service system. This requires a comprehensive understanding of the differences between current laws and often complex, proposed legal language and knowledge of the various databases available and their limitations.

- 15% Independently conducts special analytical/research projects on a variety of related subjects and serves as coordinator or team leader on larger complex projects which may involve members of multiple disciplines.
- 10% Consults with high-level departmental administrators and university-level instructors in researching and gathering source data and determining impact, and in compiling, editing, defending and reporting methodology and estimated population and fiscal impact. This requires the interpretation of technical, often difficult-to-decipher, statistical findings and quantitative data for use in documents and reports that target a more general audience.
- 10% Using computer software collects and conditions data for use in population and fiscal estimates by creating special data sub-files from existing database files and manipulating and exporting such data to the appropriate format. Other duties as assigned.

# Department of Developmental Services Administration Division Fiscal Forecasting Branch Estimates Section

JOB TITLE: Research Analyst I, General

**POSITION #:** 473-147-5729-XXX

## **GENERAL STATEMENT OF DUTIES:**

Under close supervision of the Chief of the Estimates Section, the Research Analyst I is a subject-matter generalist and is responsible for developing and explaining fiscal estimates relating to regional center community services for people with developmental disabilities and their families.

**SUPERVISION RECEIVED:** Reports to the Chief of the Estimates Section, Staff Services Manager III.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Requires working under stressful conditions and irregular hours during peak workload periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

**TYPICAL WORKING CONDITIONS:** Open-spaced, partitioned offices with smoke-free environment.

# **EXAMPLES OF DUTIES:**

- 50% Performs technical research and statistical work to gain an understanding of current issues and trends using established research methodologies and statistical procedures.
- Analyzes qualitative and quantitative data from various information sources in response to requests from internal and external stakeholders for information (e.g. departmental proposals, legislative proposals, and litigation that affect regional centers and the consumers they serve).
- 20% Prepare charts and graphs of various complexities utilizing statistical software to identify trends and program outcomes.
- 10% Consults with department staff, regional center staff, etc., regarding the use and interpretation of available data to determine the impact of proposed changes.