Job Opportunity Bulletin

Post Date: 2/1/2013

RESEARCH PROGRAM SPECIALIST II

Salary: $5,309 - $6,451
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

JOIN THE DDS TEAM!

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

This position is in the Data Extraction Unit and will act as a lead analyst and independent specialist to plan, design, and implement complex information development tasks utilizing the Department's management information system databases.

Please take a moment to discover more about what it is like to work for the Department of Developmental Services. We believe that every staff person has a vital role in achieving our mission. We are committed to providing our staff with quality training, support, and supervision in a productive and respectful atmosphere.

For complete duties, please see duty statement on the following page.

REQUIRED KNOWLEDGE AND SKILLS:

- SAS Programming: Journey-level SAS Programming abilities
- Ability to analyze data (including the use of statistical and mathematical functions)
- Ability to create charts and graphs for written and electronic reports within the department and for publication outside the department.
- Ability to work with internal and external customers at all levels

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 would like to be a part of our DDS team, please submit an original signed state application (STD. 678).

Please be sure to include on your application the basis of your eligibility and position number **#473-066-5758-001.**

Please refer to:
Position #: **473-066-5758-001**

Mail your application to:

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

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

CONTACT INFORMATION

Name: Crissy Ortiz

Number: (916) 322-7861

Email: crissy.ortiz@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, MS-Q
Sacramento, CA 95814
"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION SERVICES DIVISION
INFORMATION AND ANALYSIS BRANCH

DUTY STATEMENT 473-066-5758-001

JOB TITLE: Research Program Specialist II

GENERAL STATEMENT OF DUTIES: Acts as a lead analyst and independent specialist to plan, design, and implement complex information development tasks utilizing the Department's management information system data bases. Works with internal and external customers to identify project requirements, to assess information needs, and fulfill those needs with Departmental information resources. Develops SAS programs across multiple platforms, including mainframe and PC to extract and summarize data from a variety of database and file formats. Creates numerous ad hoc reports using a variety of formats. Produces the DDS Fact Book publication. Provides consultative services to outside agencies and researches, and represents DDS on external projects requiring the exchange of confidential data and information.

CORE COMPETENCIES:
Demonstrates the following competencies:

- **SAS Programming**: Journey-level SAS programming abilities; interested in expanding SAS skills and staying current with SAS version enhancements.
- **Customer Focus**: Is dedicated to meeting the expectations and requirements of internal and external customers.
- **Technical Learning**: Is able to learn new technical skills and utilize new knowledge quickly.
- **Initiative**: Can be counted on to exceed expectations.
- **Problem Solving**: Uses rigorous logic and methods to solve difficult problems with effective solutions. deals with concepts and complexity comfortably.
- **Communication:** Relates well to diverse types of customers-- internal, external, staff and management levels; builds effective relationships using diplomacy and tact; is able to speak the language of the customer.
- **Decision Making**: Makes good decisions based on analysis, experience and judgment.
- **Organization**: Uses time and resources effectively and efficiently; arranges information and files in a useful manner.

SUPERVISION RECEIVED: Position reports to the CIO

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Work on a personal computer up to 90% of the time. Occasionally required to lift and carry objects weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned offices in a smoke-free

environment.

EXAMPLES OF DUTIES:

75% Plan, develop and execute SAS programs that access the Department's data bases for complex information retrieval tasks.

15% Consult with DDS staff, other agencies, researchers, consultants and the public to define customer requirements, develop solutions and fulfill information needs.

5% Analyze data (including the use of statistical and mathematical functions), create charts and graphs to display information, and produce written and electronic reports for use within the Department and, in some cases, for publication outside the Department.

5% Analyze data maintained by the Department in relation to its integrity, consistency, and timeliness, in the course of on-going jobs or in response to specific requests made by Department staff. Work with Department staff to improve the quality of the data maintained by the Department.