



C.E.A. EXAM BULLETIN

Classification: Career Executive Assignment (C.E.A) – Level B

Title: Data Analysis and Research Director

Non-Tenured/Full-Time

Salary: \$11,102.00 - \$13,226.00

Posted: August 9, 2022

Final Filing Date: Until Filled

This advertisement will remain open until this position is filled. Applications will be reviewed September 1, 2022, September 15, 2022, and October 1, 2022; and selections can be made.

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering approximately \$4 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to promote educational equity by making postsecondary education affordable for all Californians.

Highlights of the Job

Under the general direction of the Chief Deputy Director, the Director of Data Analysis and Research, is a member of the Executive Team and the principal advisor to the Executive Director of the California Student Aid Commission (CSAC) on research of program effectiveness, financial aid, and financial aid administration.

The Director oversees and directs the research and data governance functions of CSAC and directs and manages the Division of Data, Analysis, and Research. The Director is responsible for conducting research on program effectiveness and financial aid and financial aid administration, as required by law for purposes of improving the effectiveness and efficiency of CSAC programs.

Desirable Qualifications

1. Strong leadership and management team experience demonstrating an ability to motivate and supervise a multi-disciplinary professional staff, create a clear vision, set goals and expectations, encourage initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Experience with long-range planning, budget and time management, and policy development and implementation.
3. Experience overseeing and managing external data queries and research partner relationships to increase the effectiveness of improving programs and helping to inform state policy and decision-making.
4. Familiarity with modern methods of program research, statistical analysis, and data sharing.

5. Experience working with teams to build visualizations, trend analysis, forecasts, statistical testing, and data-storytelling.
6. Experience in analyzing data statistically and explaining sophisticated data concepts in an understandable manner, both verbally and in writing.
7. Experience in dealing with external contacts such as the Legislature, the United States Department of Education, California Department of Education, Department of Finance, Cradle to Career Data System representatives, Commissioners, key stakeholder representatives, education researchers and fellows, and representatives of the higher education segments.
8. Experience improving operational standards and procedures and the methods and manner, in which program divisions establish work processes to effectively manage information systems.
9. Experience facilitating workgroups with external stakeholders and subject matter experts to coordinate and support research and education efforts to address the needs of low-income students and families.
10. Experience in conducting surveys with higher education stakeholders and students to understand issues and risks in completing educational goals and use the responses/data to identify solutions to improve student persistence and completion.
11. Strong written and verbal communication skills and business acumen.

Minimum Qualifications

All applicants must possess the knowledge and abilities, and any other requirements described in this bulletin.

NOTE: Eligibility to take a CEA examination does not require permanent status in the civil service.

You may view general CEA information on the California Department of Human Resources website at: <http://www.calhr.ca.gov/Pages/about-career-executive-assignments.aspx>.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high-level administrative and policy functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- 2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide

range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

Who Should Apply

Interested individuals who possess the desirable qualifications, knowledge and abilities, and any other requirements described in this examination bulletin.

Examination Information

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used to fill the position of **Director, Data Analysis and Research** with the **CALIFORNIA STUDENT AID COMMISSION**.

The results of this examination will only be used to fill this position.

Applicants who fail to submit all components of the exam documents as described below and in this exam bulletin, will be eliminated from the exam process.

The exam will consist of a review of each candidate's application, résumé, and Statement of Qualifications (SOQ), and is weighted 100%. The SOQ must identify the applicant's experience, education, certification, and training in his/her response to each of the above "Desirable Qualifications". The SOQ serves as documentation in responding to the Desirable Qualifications.

The SOQ must be no more than five (5) pages in length, typewritten or generated on 8 ½"X11" paper, using no smaller than 12-point font. Each answer should address each of the desirable qualifications and numbered separately for each bulleted item. The SOQ must also include your total years of experience and civil service classification (if applicable) performing each of the "Desirable Qualifications" listed above. Responses must be complete, specific, clear, and concise. **Please clearly title your documents as the "Statement of Qualifications". Résumés and/or cover letters do not take the place of the SOQ.**

Each applicant's experience, education, certification, and training will be independently rated for the position against specific job-related criteria developed from the minimum qualifications and desirable qualifications. It is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications and desirable qualifications for this exam.

All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list. The list will be used to fill the Director, Data Analysis and Research Division of the California Student Aid Commission. Based upon the screening committee's evaluation of the competitive group,

hiring interviews may be conducted with only the most qualified candidates, if it is determined necessary in order to make a selection.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Special Testing Arrangements

If you have a disability and need special testing arrangement, mark the appropriate box on the Standard State Application (STD. 678) requesting a reasonable accommodation. You will be contacted to make special arrangements. If it is decided a hiring interview is to be conducted and you need a reasonable accommodation, the request should be made at the time you are contacted for the interview. Questions regarding reasonable accommodations may be directed to the Equal Employment Opportunity contact listed on the job posting.

How to Apply/Final Filing Date

Please reference **RPA #22-006**, **JC-322272**, **Position #270-732-7500-XXX**, Career Executive Assignment (CEA), Chief, Program Administration and Services Division, in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), submit a Statement of Qualifications and a résumé. Applications, Statements of Qualifications, and résumés will be accepted **Until Filled**. Electronic submission of applications, Statements of Qualifications, and résumés may be completed through your CalCareers account at www.calcareers.ca.gov. Please contact the Personnel Office at (916) 464-6447 or email at Personnel@csac.ca.gov if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail.

You may also submit your application package in person or by mail at:

CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attn: Personnel-Recruitment

CA Student Aid Commission
11120 International Drive, Suite 100
Rancho Cordova, CA 95670
Attn: Personnel-Recruitment

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender identity or expression, genetic information, marital status, medical conditions, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation of any person.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CALIFORNIA STUDENT AID COMMISSION
DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	CEA, Level B
Working Title:	Director of Data Analysis and Research
Position Number:	270-732-7500-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	July 15, 2022
Effective Date:	TBD

Function (Summary of Responsibilities):

Under the general direction of the Chief Deputy Director, the Director of Data Analysis and Research, is a member of the Executive Team and the principal advisor to the Executive Director of the California Student Aid Commission (CSAC) on policy and research of program effectiveness, financial aid, and financial aid administration.

The Director oversees and directs the policy, research, and data governance functions of CSAC and directs and manages the Division of Data Analysis and Research; develops and implements research policy through the conduct of research studies and surveys on program effectiveness, financial aid and financial aid administration, as required by law, for purposes of improving the effectiveness and efficiency of CSAC financial aid programs.

Reporting Relationships:

Reports directly to the Executive Director and Chief Deputy Director of the California Student Aid Commission.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to promote educational equity by making postsecondary education affordable for all Californians.

The Data, Analysis, and Research Team (DART) is responsible for data management and reporting, research and special studies, Cal Grant projections, statistical analysis, and legislatively mandated reports. The staff is annually responsible for the development of the Cal Grant projections, income and asset ceilings, and Student Expense Budgets.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 30% Develop and implement research policies for evaluating CSAC financial aid program effectiveness and improving financial aid and financial aid administration. Develop and implement policies on collaborative research with academic and private sector researchers, social and data scientists and analysts to evaluate program effectiveness and improve financial aid and financial aid administration. Oversee and manage external data queries and research partner relationships to strengthen the usability of CSAC's database to help inform state policy and decision-making. Develop policy recommendations to the Executive Director on increasing the effectiveness of CSAC financial aid programs and improving financial aid and financial aid administration, based on research accomplished subject to those research policies.
- 25% Develop research strategies and complex research methodology policies and procedures, and oversee the design, development, planning and execution of research studies and surveys on the effectiveness of CSAC's financial aid programs and for improvement in financial aid and financial aid administration. Oversee and manage the internal CSAC Research team and work closely with the CSAC Executive Team and the Information Technology Services Division to determine data needs. Communicate with CSAC stakeholders to understand and document the research objectives and studies.
- 20% Direct the work of the division engaged in the evaluation of CSAC financial aid programs and administration, and through use of data analytics, surveys, and policy analysis, propose policies and legislative and regulatory changes to improve program implementation.
- 10% Develop, maintain, and evaluate the effectiveness of CSAC data models, methodologies, statistical analyses, and testing. Develop and monitor policies on the scope, retention, and maintenance of CSAC data.
- 5% Work with all segments of education (both K-12 and higher education) as well as other external stakeholders to integrate the proper use of CSAC data into a statewide longitudinal educational data system. Work with higher education segments specifically to expand CSAC data capabilities to track enrollment, completion, and other outcomes of students receiving State financial aid.
- 5% Presents recommendations from studies conducted to the Commission for adoption, and in coordination with the Executive Director, represents the Commission before external committees and workgroups and other state departmental meetings.

Non-Essential Functions

- 5% Other duties as assigned.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee’s work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature Date

Supervisor Signature Date

*Duties of this position are subject to change and may be revised as needed or required.