DUTY STATEMENT

Employee Name:

Classification:	Position Number:
Research Data Analyst II	580-223-5731-001
Working Title:	Work Location:
Data Analyst	3701 N. Freeway Blvd, Sacramento, CA 95834
Collective Bargaining Unit:	Tenure/Time Base:
R01	Permanent/Full-Time
Center/Office/Division:	Branch/Section/Unit:
Center for Health Statistics and Informatics	Informatics Branch
	Data Services Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by identifying data sources, information, materials, and other required resources to complete/perform projects. The Research Data Analyst II (RDA II) collects and prepares data from structured and unstructured sources and conducts preliminary analyses using querying, data mining, analytic, and data manipulation techniques; creates fully prepared and cleansed data sets for higher level predictive analytics, spreadsheet summaries, reports, charts, and tables utilizing various software applications (SAS, SAS Enterprise Guide, SPSS, R, Tableau, MS Excel, SQL). The incumbent applies appropriate CDPH data privacy and security policies and ensures effective time management. The incumbent participates in data standards and quality activities and recommends solutions to appropriate stakeholders and stakeholder groups.

The incumbent works under the general supervision of the Research Data Supervisor II, Chief of the Data Services Section.

Special Requirements

☐ Conflict of Interest (COI)

- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [ ] Travel:
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

Essential Functions (including percentage of time)

30%   Utilizes computer programs and software (e.g., SQL, SAS, SAS Enterprise Guide, IBM SPSS, R, Tableau) to extract and create custom public health data reports and predictive analytics products in partnership with programs within CDPH. Creates tabular reports using appropriate statistical methodologies and applies CDPH standards such as small cell suppression policy and the California Health and Human Services De-identification Guidelines. Reviews and validates data products to ensure accuracy. Exchanges information and shares data products securely to CDPH programs, stakeholders, and stakeholder groups. Acts as the liaison to appropriate contractors concerning data analytics, technical infrastructure, and interoperability of CDPH data systems. Works with internal stakeholders regarding the reconciliation of appropriate contract deliverables.

30%   Performs review of requests for analytics service to ensure approved review processes are followed by developing tools for internal unit staff. Provides applicants information related to their application submissions, guidance regarding data standards and quality, and technical requirements of the requested analytics services. Performs diagnostic testing of analytics service specifications requested by CDPH programs. Defines analytics service application process improvements and provides recommendations to management. Acts as a backup in maintaining the unit's databases.

20%   Plans, coordinates, and conducts analyses to ensure quality of data within programs participating in analytics services. Performs quality and thorough analyses by using appropriate statistical methodologies and provides written documentation based on findings. Develops and drafts desktop procedures to be utilized by unit staff. Develops and drafts guidance documents for CDPH program staff relating to the use of analytics software, services, and capabilities.

15%   Participates in data workgroup activities to solve complex data quality issues and institutes procedural changes when appropriate. Prepares educational documents and performs training presentations on topics such as the quality visualization of data to be disseminated to the end users.

Marginal Functions (including percentage of time)

5%   Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to	I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable

the employee named above.		accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature		Employee's Signature	
HRD Use Only: Approved By: HH	Date 7/11/22		