

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-480-5770-909</b>
Classification: Research Data Specialist III	Tenure/Time Base: Permanent/Full Time
Working Title: CalREDIE Release Manager	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases (CID)/Division of Communicable Disease Control	Branch/Section/Unit: CalREDIE Stakeholder Support Section/Surveillance and Data Management Unit

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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### Competencies

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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 Resources' Job Descriptions webpage](#).

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### Job Summary

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by optimizing data and technology by improving collection and reporting of data through CalREDIE program, to enhance preparedness and response for emerging public health threats and is used by state and local public health officials and healthcare providers for communicable disease reporting and surveillance.

The Research Data Specialist III (RDS III) independently oversees application release management for the California Reportable Disease Information Exchange (CalREDIE). The CalREDIE Release Manager will design and implement a data tracking system, analyze reported issues and system use

data, and report findings to external stakeholders and leadership. The Release Manager will prepare summary reports for Program, Division and Center leadership. As needed, this position may also support other CalREDIE data analysis projects.

The incumbent works under the general direction of the Research Scientist Supervisor I (RSS I), of the Surveillance and Data Management Unit.

### **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)**

- 40% Develop and maintain a data tracking system for all CalREDIE issues to provide supporting data for CalREDIE releases and change management. Analyze existing data collection methods and identify new strategies for collection. Implement data tracking system with vendor and stakeholders. Serve as a liaison between vendor, CDPH IT, and CalREDIE program. Ensure that all system changes are appropriately planned, scheduled, and resourced. Inform system and data stakeholders of downstream impacts, ensure changes are appropriately accounted for and develop and maintain project schedules for application upgrades and integrated system changes. Organize and lead regular meetings to identify and document tasks and dependencies, update and monitor project progress.
- 30% Provide project management consultation and expertise to the CalREDIE program. Provide regular status updates to management and CalREDIE stakeholders. Coordinate and communicate anticipated downtimes and/or impact to system availability. Develops and implements a process to maintain a release calendar, develop and implement a process to maintain a “downtime calendar” with planned and unplanned system outages across CalREDIE, SaPHIRE, CalREDIE Data Warehouse, and any future integrated system(s).
- 25% Perform and/or oversee ad hoc status reporting as requested by CalREDIE leadership. Document and communicate identified issues succinctly and in a timely fashion, escalating issues when appropriate. Produce data visualizations, written and oral reports. Advise CalREDIE leadership on system issues. Represent CalREDIE Stakeholder Support Section during release installation working sessions.

### **Marginal Functions (including percentage of time)**

- 5% Perform other duties as directed by the CalREDIE Stakeholder Support Section Chief. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

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 the employee named above.

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 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	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: D.S.  
 Date: 3/14/24