

DUTY STATEMENT

Employee Name:

Classification: Research Data Analyst II	Position Number: 580-015-5731-001
Working Title: Risk and Compliance Project Lead	Work Location: 1415 L Street, Suite 880, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Office of Compliance	Branch/Section/Unit: Enterprise Risk and Accountability (ERA) 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.

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 designing, implementing and maintaining an Enterprise Risk Management and Compliance (ERMC) Program for the California Department of Public Health (CDPH).

The Research Data Analyst II (RDA II) is responsible for independently researching, designing, and leading complex projects and activities for the Enterprise Risk Management and Compliance (ERMC) Program. Including: Enterprise and program level risk assessments; researching and preparing information items on new and trending risk-related data and risk management practices; facilitating the mapping and analysis of major processes for risk identification and mitigation; maintaining and monitoring a compliance program to support federal and state compliance of CDPH programs.

The incumbent works under the general supervision of the Staff Services Manager I.

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%** Independently implements and maintains CDPH's Enterprise Risk Management and Compliance (ERMC) Program, which includes: the enterprise risk assessment methodology, the identification, quantification, and prioritization of enterprise risks, by performing complex technical and analytical research to support the development, documentation, communication, and implementation of methodology. The incumbent supports, improves, and develops the ERMC Program utilizing available technologies and resources such as Microsoft Word, Excel, Access, PowerPoint, Visio, and other software packages.
- Facilitates risk identification, internal controls, and mitigation in collaboration with CDPH's Centers/Offices/Divisions. Evaluates Center/Office/Division and enterprise risks by conducting assessments, and documents risk mitigation strategies; quantifies the expected value of current and proposed risk response strategies and how these relate to impacts, probability, velocity, and that considers that the role that CDPH plays in public health emergency responses; participates and supports discussions with the Enterprise Risk Management and Compliance Council (ERMCC) regarding the evaluation and prioritization of enterprise level risks and mitigation initiatives. Researches and identifies all applicable laws, regulations, legislation (including proposed), annual budget changes and policies; analyzes risk ratings and criteria. Prepares reports, and recommendations and findings from current risk assessments for executive-level management.
- 30%** Serves as an internal advisor for CDPH programs and executive staff on the enterprise level risk assessment for the identification of enterprise risks, internal controls, and other mitigation strategies. Develops materials to educate program staff and management on the risk management and rating processes and methodologies. Conducts research and collaborates with program area staff to design and implement a reporting and monitoring infrastructure for enterprise and Center/Office/Division level risk and compliance issues. Conducts technical research, designs and implements risk identification, and monitors at the enterprise level. Independently prepares both written and oral trend reports or presentations on Center/Office/Division and enterprise level risk exposure, emerging or residual risk ratings, and current mitigation efforts for the CPDH executive-level management, and senior management.
- 20%** Independently, performs statistical analysis and assessments, and develops data visualizations with risk data collected through enterprise risk management or compliance projects, drawing from best practices for data analytics, risk management, and compliance and through processes and in collaboration with other ERA Unit team members, and as relevant consults with internal CDPH partners in the Center for Health Statistics and Informatics and/or Information Technology Services Division as appropriate. Consults with senior leadership to identify, track, and monitor risk management and compliance thresholds and metrics. Leads the preparation of enterprise level risk management and mitigation reports based on agreed

upon risk threshold recommendations and current threshold findings for executive-level management.

- 15%** Researches best practices and industry standards regarding internal controls, key risk indicators, risk mitigations, and risk maturity. Oversees the ERA Enterprise Risk Database and supports development of relevant content for the ERA Unit intranet webpage and leads high-level projects related to database needs or structural updates to existing databases, as well as any affiliated SharePoint sites or other databases.

Marginal Functions (including percentage of time)

- 5%** Develops and implements processes and procedures for reporting tasks identified on an ad hoc basis including, but not limited to, participating on special cross functioning projects to ensure program compliance with State and federal requirements. Performs other job-related duties as requested.

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: SA	Date 3/3/21		