

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – 042-521-5731-VAR				
UNIT NAME AND CITY LOCATED Medical Services Division, Electronic Health Records System Documentation and Decision Support – Elk Grove		CLASSIFICATION TITLE Research Data Analyst II				
		WORKING TITLE Research Data Analyst II				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classification)		SPECIFIC LOCATION ASSIGNED TO 9260 Laguna Springs Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.						
PRIMARY DOMAIN:		N/A				
Under the direction of the Research Data Supervisor I of the EHRS Documentation and Decision Support Unit, the Research Data Analyst (RDA II) supports the development of front-end clinical decision-support tools in the EHRS to ensure providers have effective, patient-centered tools to support communication, timeliness, and efficiency at the point of care. The RDA II will use selected Cerner Millennium Tier I, II and III and Third-party software packages to organize, interpret, and present program information used for day-to-day clinical management of the Integrated Substance-use Disorder Treatment (ISUDT) Program, and other related complex patient populations. The RDA II will work on multiple projects / assignments, and will ensure the completion of work under critical timelines to meet project objectives and deadlines.						
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>				
ESSENTIAL FUNCTIONS						
45%		Develops front-end decision-support and documentation in the Cerner and InterQual environments to assist clinicians in their decision-making at the point-of-care using selected Cerner Millennium Tier I, II and III software packages. Participates in meetings and multidisciplinary workgroups with Information Technology, clinical, and data analytic staff to identify system requirements needed by clinical staff to deliver ISUDT care to patients, and to enable clinical staff to effectively manage comorbidities among this patient population, as well as other patient populations with complex clinical needs. Works on multiple project components using Cerner tools to capture clinical information and measure performance of the ISUDT and other complex care initiatives. Supports clinical SME in the development of clinical scoring criteria to aid in decision-making. Develops EHRS PowerForms, PowerPlans, Orders, Tasks, Tasks Linking, Order Catalog Build Tools, Reference Text, Order Entry Field Tools, Discrete Task Assays, Core Event Manager, Cerner Registration, Bedrock, DCP Tools, Smart Templates, and Dynamic Documentation to assist with the development of Mpages and other documentation to ensure the availability of relevant data and information at the point-of-care. Use interoperability software packages such as Cerner Direct, Cerner Resonance, HL7 and F.H.I.R. to auto-populate EHRS tools and forms from Electronic Medical Records (EMRs) external to our organization.				

<p>20%</p> <p>15%</p> <p>15%</p> <p>5%</p>	<p>Assists in the coordination of user acceptance testing of Cerner, InterQual, and other clinical decision support tools as they become available to ensure these tools meet the operational needs of clinical staff. Conducts ongoing EHRs maintenance, and provides ongoing post-implementation support.</p> <p>Coordinates with Clinical Program Development Staff on the development of training materials, and develops appropriate front-end EHRs design and build documentation.</p> <p>Supports day-to-day clinical management of the ISUDT, and other related complex care initiatives by conducting Discern Visual Developer compilations for system integrity checks and quality control activities.</p> <p>Performs other duties and special projects as assigned.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures; design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods.</p> <p><i>Ability to:</i> Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams; Query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.</p>

<p>DESIRABLE QUALIFICATIONS Knowledge of: Working with data and health-policy related topics; 3rd generation programming languages such as (JAVA, C#), query languages (SQL, CCL) and web based languages (HTML, JavaScript).</p> <p>SPECIAL PERSONAL CHARACTERISTICS Pursuant to California Code of Regulations, Title 2 Section 172, all employees shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely.</p>		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE