

DUTY STATEMENT

Employee Name:

Classification: Research Data Analyst II	Position Number: 580-410-5731-909
Working Title: Workforce Data Management Lead	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Limited-Term/Full-Time
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Program Operations Branch/Workforce Data Management & Reporting

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 Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats through provision of leadership, guidance, and oversight of emergency operation readiness to local public health departments, to enhance their ability to receive and distribute medical countermeasures to local communities.

The Research Data Analyst (RDA) II will perform a variety of tasks including the more independent, responsible, varied, and complex research, data analysis, and statistical work. The RDA II will act as a lead and develop and employ sophisticated research methodology and techniques using a variety of data and resources. Responsibilities will include, but are not limited to, managing data sets in Microsoft Dynamics (MSD); creating Ad hoc reports; coordinating completion of reports for leadership and control agencies; establishing and maintaining reliable, efficient, and effective methods for communication with CalConnect and other CDPH Centers and State Departments as necessary to ensure data access and integrity; overseeing technical support for MSD and CalConnect portal troubleshooting; leading business analysis; and overseeing the implementation of new MSD functionality.

The incumbent works under the general supervision of the Program Operations Branch Chief.

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% Acts as lead for various projects on the Workforce Data Management & Reporting Team. Independently performs highly technical research and analysis focused on California Public Health Reserve Corp (CPHRC) and CalConnect data quality and quality measures. Monitors, extracts, and analyzes data; explores and defines problems within MSD submitted data; develops hypotheses; and applies scientific methods to supplementary analyses. Analyzes comparative reports of the data submitted by team members and other sources. Oversees the preparation of technical reports describing methodology and findings. Makes recommendations to the Branch Chief and other management relating to further specific analyses quality improvement projects, and system quality improvements. Oversees the development and maintenance of the database.
- 25% Provides expert advice and technical assistance to the Workforce Data Management & Reporting Team on the more complex and analytical issues pertaining to the CalConnect and MSD systems. Provides assistance related to collecting, reviewing, and analyzing data, and resolving highly complex data discrepancies and challenges. Oversees the information analyzed to make recommendations to assist management and staff in developing and implementing business process improvements. Ensures compliance with performance metrics and supports change in the new MSD functionality.
- 25% Independently manages the development and monitoring of systems and procedures to assemble and structure necessary data as an ongoing performance measurement system to aid management in identifying program priorities for quality and performance improvement, establishing performance goals, and assessing progress toward achieving those goals. Recognizes improvement opportunities for MSD and CalConnect Systems. Oversees the creation of detailed performance reports and development of data collection, audit tools, and tracking systems in support of improvement activities.

Marginal Functions (including percentage of time)

- 10% Assesses internal policies and procedures and recommends and implements continuous Quality Improvement activities. Keeps management updated on workload and any potential issues and problems that may arise. Performs other RDA II work-related duties as required. 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: Alyssa Ballesteros-Agulo	Date 3/8/2022		