DUTY STATEMENT

Employee Name:

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>580-810-4870-901</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Staffing Audits Student Assistant</td>
<td>1615 Capital Avenue, Sacramento, CA 95814</td>
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<thead>
<tr>
<th>Collective Bargaining Unit:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>E</td>
<td>Temporary/Intermittent</td>
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<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tbody>
<tr>
<td>Center for Health Care Quality/ Data and Analytics Division</td>
<td>CHCQ Informatics Branch</td>
</tr>
</tbody>
</table>

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 performing a variety of clerical tasks. The Student Assistant performs audit package intake through the use of computer applications and tracking databases.

The incumbent works under close supervision of the Research Data 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)**

40% Work closely with CHCQ Informatics Branch staff, compares data dashboard indicators and identifies redundancies. Assists in formatting and updating data dictionaries of Skilled Nursing Facilities, Intermediary Care Facilities, General Acute Care Hospitals surveys using Microsoft Excel and Word.

30% Schedules outlook appointments including virtual meetings for various CDPH recipients. Assists with virtual meeting setup with staff. Creates agenda, takes meeting notes, shares with management, and file electronically in the G: Drive in Microsoft Word, and PDF formats. Maintains and updates staffing assignment documents.

15% Organize data folders. Maintains and saves daily survey reports into folders in the shared drives. Maintains and updates CHCQ Informatics Branch issue tracker document.

10% Reviews literature, collects information relevant to CHCQ Informatics Branch ongoing work and prepares for management review.

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

5% Performs other work-related duties as assigned.

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: [Name]

Date

Employee’s Name: [Name]

Date

Supervisor’s Signature

Date

Employee’s Signature

Date

**HRB Use Only:**

DS

Date

9/8/2022