

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5758-001
Classification: Research Data Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Data Specialist	Work Location: 850 Marina Bay Parkway, P-1 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences / Laboratory Field Services	Branch/Section/Unit: Laboratory Field Services

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.

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 independently performing technical research and statistical work necessary to accomplish the objectives and tasks as assigned. The incumbent accomplishes these objectives through the use of computer applications to obtain and analyze data. Extracts data from various sources, and interprets, summarizes, documents, and creates analytic working files for use. Develops statistical measures and reports for dissemination to staff, stakeholders, and the public; and acts as a resource to staff regarding development and datasets, pivot tables, reports, and presentations.

The incumbent works under the direction of the Staff Services Manager II.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Uses databases, spreadsheets, and other applications. Independently designs, plans, organizes, and conducts complicated quantitative data requests and research studies including regular, routine reports, ad hoc requests, and special, complex, confidential, and sensitive studies. In addition to internal requests, the incumbent also coordinates and develops studies as necessary to respond to inquiries from external organizations and stakeholders. Performs data analysis. Prepares reports and narratives of findings, recommendations, and strategies that effectively, and efficiently, convey the data request or study results in a manner that is accessible to multiple intended audiences. Presents results of complex statistical operations in tables and graphs using Microsoft Excel, PowerPoint, and other State approved software. Responsible for developing and maintaining accurate datasets to measure performance and determining data exceptions and clean-up. May be required to provide training on dashboard software.

The work assigned to the RDS II will range from limited scope, quick-turnaround assignments to longer term, and formal research studies. Due to the varied nature of the workload, the incumbent uses a variety of spreadsheets, databases, and statistical software packages, including: SAS, PowerBI, Microsoft Excel (including pivot tables), SharePoint, SQL, and Pega Systems reports. Prepares and presents effective presentations.

Although many assignments will be completed independently, others will require close, productive collaboration with staff, auditors, management, healthcare facility personnel, contractors, other departmental staff, and various external parties.

30% Coordinates for the Health Application Licensing System (HALS) data update, including developing performance measurement and quality improvement metrics, conducting quality control procedures, generating data for performance measures and quality improvement reports, and coordinating the development of internal and external on-line query tools. Participates in high-level policy meetings regarding performance measures and policy discussion.

Researches and gathers data reports as requested by LFS staff and public stakeholders using computer applications and statistical software. Provides lead assistance in developing analytic datasets and complex models to evaluate the process of computer applications, surveys, policies and procedures, and others as needed.

25% Collaborates and provide consultation to branch chief, assistant branch chief, and section chiefs regarding the impact of new or pending legislation, regulations, and Department policy

changes. Checks with and provides support to LFS staff regarding the collection and/or use of data to monitor the performance of healthcare facilities and related entities, and licensed and certificated personnel, as well as to other staff regarding the use of Microsoft Dynamics and other State operated applications Leads and/or participates in Continuous Quality Improvement (CQI), Quality Assurance (QA) and Quality Control (QC) initiatives.

Works with staff on development and implementation of policies and procedures, in addition, works with upper management on audit responses, development and implementation of corrective action plans and related documents.

10% Assists with the development, implementation, and maintenance of the LFS SharePoint site. Assists with the coordination of maintenance, updates, and data migration to the LFS website. Reviews and ensures accuracy of content found on the LFS webpages. Initiates and/or coordinates the creation of new webpages, or revision of outdated information, by working with Information Technology Services Division (ITSD) staff and obtaining management approvals prior to submitting for publishing.

Works cooperatively with researchers and contractors, both outside and within CDPH, to achieve valid results from studies of mutual interest. Attends work-related meetings and trainings.

Marginal Functions (including percentage of time)

5% Travel in-state and out-of-state is required. Completes 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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: AR

Date: 5/13/24