

**DUTY STATEMENT**

Employee Name:	Position Number: 580-465-5729-909
Classification: Research Data Analyst I	Tenure/Time Base: Permanent / Full-Time
Working Title: Data Analyst	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of Infectious Disease Preparedness and Response	Branch/Section/Unit: Infectious Disease Monitoring & Early Detection Branch / Syndromic Surveillance Section / Data Quality and Integration 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.

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 Syndromic Surveillance Data Analyst position within the Center for Infectious Diseases (CID), Office of Infectious Disease Preparedness and Response (OIDPR), supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the implementation, utilization, maintenance, and operation of the California statewide syndromic surveillance program (CalSyS). This program facilitates timely and broad monitoring of population health, ultimately leading to more rapid and targeted disease/injury control and prevention strategies as well as increased situational awareness for public health response.

The incumbent works under the direct supervision of the Research Data Supervisor I of the Data Quality & Integration (DQI) Unit within the Syndromic Surveillance (SyS) Section. The Research Data Analyst I (RDA I) reviews and works with data sources, information, materials, and other required resources to complete projects; collects and prepares data primarily from structured sources, and conducts basic analyses using querying, data mining, analytic and data manipulation techniques; creates fully prepared and cleansed data sets for basic analytics, spreadsheet summaries, reports, charts, and tables utilizing various software applications (BioSense/ESSENCE, SAS, R, MS Excel, SQL) while applying appropriate California Department of Public Health data privacy and security policies. Communicates both orally and in writing to individuals and groups gathering specifications and requirements related to the area of analytics service requested. The incumbent participates in data standards and quality activities and supports the syndromic surveillance inbox/helpdesk.

In the case of a public health emergency, this position may be asked to redirect to serve rotations in emergency staffing roles aligned with their classification level.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Supports CDPH programs that use syndromic surveillance, facilities, and local health jurisdictions (LHJs) on data related issues, such as queries and data feed maintenance by supporting the technical assistance inbox. Monitors and reviews data quality dashboards and reports to measure compliance, adherence, validity, timeliness, and completeness standards. Performs basic data quality and analytics with a focus on health equity, emergency response, disease/injury prevention, and other emerging Departmental goals as needed. Creates data extracts and reports using appropriate statistical methodologies utilizing computer programs and software (e.g., SQL, SAS, R, BioSense/ESSENCE). Applies CDPH standards such as small cell suppression policy and the California Health and Human Services De-identification Guidelines. Reviews and validates data products to ensure accuracy. Exchanges information and shares data products securely to CDPH programs, stakeholders, and stakeholder groups.
- 30% Supports documentation of policies, procedures, and best practices on data queries, quality control, quality assurance, and data interoperability and integration strategies. Assists in developing guidance documents for CDPH program staff relating to the use of analytics software, services, and capabilities. Reviews facility and LHJ data and identifies data quality issues. Conducts user acceptance testing and user experience testing as needed. Work with scientific staff to manage and evaluate data compliance. Supports consultation with CDPH programs and Centers for Disease Control and Prevention (CDC) to address programmatic needs with respect to interoperability, virtualization technology, health information standards (e.g., HL7), geospatial data standards and methodologies, and the CDPH implementation process supporting syndromic surveillance systems. Validates file format and naming

conventions, and ensures that minimum requirements for Office of National Coordinator for Health Information Technology (e.g., standards for interoperability, security, and accuracy), onboarding, data elements and additional criteria are met. Facilitates testing environments as needed.

- 15% Supports preparation of educational documents and development/facilitation of training presentations on topics such as the data quality metrics, and visualization of data to be disseminated to the end users. Works with team to develop an onboarding packet to include training and onboarding materials, templates, check lists, and job aids, as well as other end-user resources, as needed.
- 10% Attends regularly scheduled meetings and trainings with the CDC National Syndromic Surveillance Program (NSSP) and CDPH SyS teams. Answers correspondence, emails, phone calls, etc. Participates in data workgroup activities to solve basic data quality issues and contributes to procedural changes when appropriate.
- 5% Participates in infectious disease emergency preparedness and response activities. Completes trainings in emergency preparedness and the incident command system (ICS). During an infectious disease emergency activation, may activate to emergency response roles applicable to the position's classification level and skill set.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

### Regions

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	<b>Los Angeles</b> 320 West 4 <sup>th</sup> Street Los Angeles, CA 90013 <b>Los Angeles</b> 3820 Cherry Avenue, Long Beach, CA 90807
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	<b>Contra Costa</b> – 850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	<b>Sacramento</b> – 1616 Capitol Avenue Sacramento, CA 95814
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	<b>San Diego</b> – 7575 Metropolitan Drive San Diego, CA 92108 <b>San Bernardino</b> – 2151 Convention Center Way Ontario, CA 91764

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

5% Completes trainings, participates in professional development activities, and performs other duties as required/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: Skip Thomas

Date 7/14/25