DUTY STATEMENT

Employee Name:	Position Number: **580-225-5729-001**
Classification: Research Data Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Data Curation Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Statistics and Informatics Data Strategy and Governance Division	Branch/Section/Unit: Data Curation and Acquisition Section

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 aiding in the advancement of the health and well-being of California's diverse people and communities by engaging staff and leveraging data and technology to enhance services as a member of the Data Curation and Acquisition Section (DCAS) within the Data Strategy and Governance Division (DSGD).

The Research Data Analyst I (RDA I) employs broad principles of algorithms, data structures, and data management. The incumbent will support DSGD staff in Federal, State, and local initiatives and subject matters; aid in research planning, design, and methodology; apply software applications and coding languages (e.g., SAS, SQL, R, Python, Excel, GIS) on a wide range of CDPH data sets;

Confidential - Low

support CDPH program data analysis efforts across the department; and ensure standards-based approaches to data sharing, information exchange, privacy, and security of public health data and information.

The incumbent works under the direct supervision of the Research Data Supervisor II, Chief of DCAS.

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)

35%　Participate in a continuously changing analytical workspace that aids in centralizing and collecting disparate data sets across the department. Analyze and evaluate the adequacy of existing and new data; collect required data, data dictionaries, information, materials, and resources needed to complete tasks; and prepare and present reports of data models as appropriate.

25%　Participate in workgroup activities with CDPH programs to improve data quality and develop data standards to incorporate into data processing flow. Identify data standards and support data governance and data strategies. Maintain process and procedure manuals relating to data analytics services, data analytics menu of services, data analytics methodologies, and consultative services. Prepare educational documentation and presentations on data analysis topics.

20%　Collaborate with CDPH programs with other DSGD staff, IT Services Division (ITSD) staff, and contractors to continuously improve user experience, IT infrastructure, organizational capability assessment, strategy, and funding.

15%　Facilitate and participate in program meetings. Prepare project correspondence, narratives, ad hoc and annual reports, and other documents as needed. Attend professional meetings and present project findings at meetings and conferences.

Marginal Functions (including percentage of time)

5%　Develop and build skills through training and individual research. Attend trainings as necessary to improve knowledge of Quality Improvement principles, techniques, tools, and methodologies. Perform other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions

☐ I have read and understand the duties and requirements listed above and am able to

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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: HH
Date: 9/29/25