

DUTY STATEMENT

Employee Name:	Position Number: 580-222-5770-909
Classification: Research Data Specialist III	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Statistician	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	Branch/Section/Unit: Research and Analytics Branch

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 serving as a member of the Research and Analytics Branch (RAB), functioning as a public health statistician, leading activities which include analysis of complex datasets to drive strategic decisions, quality control, and transformation of data from multiple sources, and the management of vital statistics data. Designs, implements, and maintains scalable and secure data systems and pipelines, while also collaborating with other teams to ensure data quality, availability, and usability.

The Research Data Specialist III (RDS III) leads the design and development of Vital Records data processing systems, ensuring they are maintainable, reusable, secure, reliable, and documented. Ensures the accuracy, completeness, and consistency of data throughout the data lifecycle. Leads and mentors Research Data Specialists and Analysts, providing guidance and support.

Researches data issues and anomalies and develops quality improvement strategies. Works closely with the RAB team, and other stakeholders to understand researcher and business needs and translates them into technical solutions. Implements and enforces data governance policies and procedures to ensure data security and compliance. Identifies areas for improvement in data engineering practices and drives innovation to enhance Vital Records data.

Provides subject matter expertise in Federal, State, and local initiatives related to advanced data analytics. The incumbent supports CDPH program data analysis efforts across the department; provides analytics services training/education; and ensures standards-based approaches to data sharing, information exchange, privacy, and security of public health data and information. The RDS III will also represent the Branch at various data committees, task forces, and workgroup meetings.

The incumbent works under the general direction of the Research Data Manager, Chief of RAB.

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)

- 30% Independently develops and reviews standards for the collection, quality improvement and dissemination policies for vital events in new and existing data registration and reporting systems. Participates in the design and development of vital records automated data processing projects, ensuring processes are maintainable, reusable, secure, reliable, and documented. Independently determines the scope and parameters of research, identifying the data sources needed for the research, extracting and transforming the data, ensuring data accuracy, consistency, and reliability. Plans, organizes, and conducts studies of vital events data that affect programs or registration systems development and enhancement. Performs quantitative and qualitative data-driven research and statistical analysis affecting operational improvement of program-related issues. Researches data issues and anomalies and develops quality improvement strategies. Coordinates data migration efforts and assesses patterns to forecast future impacts and trends affecting vital event data. Provides the most complex data analytics services to CDPH programs upon request, including descriptive and predictive data analytics. Reviews requests for analytics services and applies advanced analytics software and statistical methods to datasets to produce data products such as tables and visualizations.
- 30% Independently participates in efforts regarding vital records modernization including user story development, discovery for functionality and desired outcomes, market/product assessment, and process planning for legacy system upgrades, online payments, automation of workflows, and interoperability. Develops use cases, checklist and guides for platforms, such as, Azure Data Lake Store (ADLS) and Databricks. Develops automated data movement, monitoring, and

editing procedures and routines in SQL and Python. Supports the creation and maintenance of industry standard metadata. Works with Center staff, CDPH programs, and contractors to help identify business data needs and conducts requirements gathering. Works with data scientists, data engineers, and program subject matter experts (SMEs) and synthesizes the most complex data and modelling outputs for stakeholders. Advises department and State leaders in proposed data modernization efforts surrounding recommended utilization of technological solutions or software and any major impacts utilizing existing programs.

- 20% Independently develops data standards and maintains partnerships with internal and external CDPH partners in data management. Identifies possible internal and external data sources for initiatives within CDPH. Researches and provides recommendations for data standards including temporal, demographic, and geographic data standards. Conducts user acceptance testing and user experience testing. Provides trainings to Center for Health Statistics and Informatics (CHSI) staff and CDPH program partners that would be end users of the data. Facilitates and coordinates workgroups and stakeholder meetings.
- 10% Partners with CHSI staff to develop data driven policies and interventions. Evaluates data source viability for CDPH initiatives. Develops the most complex data dictionary assessments, data flow diagrams, metadata, and data linkage crosswalks. Independently researches and provides recommendations for data quality improvement, data linkage, integration, probabilistic matching, and other methods of cross-analysis.
- 5% Represents the Branch or Center at data meetings and conferences involved in collecting, maintaining, analyzing, and disseminating vital records information in California and nationally. Maintains professional relationships with the National Center for Health Statistics and other Federal entities, as well as with the National Association of Public Health Statistics and Information Systems and other national professional associations.

Marginal Functions (including percentage of time)

- 5% Examines organizational practices and policies that are barriers to inclusiveness and equity in the CDPH workplace and programs. Provides guidance and develops recommendations to ensure race and ethnicity, sexual orientation and gender identity, and other equity-related areas are considered to promote an inclusive and equitable workplace. Gains subject matter expertise on these areas and embeds the concepts into policy, practices, and procedures for resource allocation, workforce planning, and program decision-making.

Develops and builds skills through training and individual research. Attends trainings as necessary to improve knowledge of Quality Improvement principles, techniques, tools, and methodologies. Performs other work-related duties as required.

☐ 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: HH

Date: 7/3/25