

DUTY STATEMENT

Employee Name:	Position Number: 580-222-5740-001
Classification: Research Data Manager	Tenure/Time Base: Permanent/Full-Time
Working Title: Chief, Research and Analytics Branch	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: M01	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 planning, organizing, and directing the development and operational functions to meet the objectives of the Research and Analytics Branch (RAB) as the Branch Chief.

The Research Data Manager (RDM) supports vital statistics initiatives; develops and evaluates vital statistics policy to support public health programs; and supports State Registrar vital records data management and reporting requirements. Responsibilities include developing and reviewing standards for the analyses, processing, preparation, and dissemination of vital statistics information and Health Information Exchange (HIE) with internal government and external public health stakeholders. Participates in the development of vital records automation projects. Provides overall technical direction on statewide federated interoperability system development efforts. Provides

oversight of RAB efforts to integrate and interoperate health data systems, such as the California Integrated Vital Records System (Cal-IVRS). Performs research, develops, and provides analytics services to optimize descriptive and predictive analytics capabilities department wide. Works collaboratively with, and in support of, the Data Governance Council and all data standards, data quality, and technical work groups. Oversees the development of vital records analytical reports and briefs. Ensures vital records data publication and data releases comply with State law and policy. Participates in the development of standards for health data and health information systems on a State and national level. Provides guidance, direction, and support to the Deputy Director (DD) and Assistant Deputy Director (ADD) of the Center for Health Statistics and Informatics (CHSI), CDPH executive staff, and Department managers on the development and implementation of department-wide projects and programs in the area of vital statistics. Represent the Department through interactions with affected interests outside of CDPH, such as other State agencies; Federal, county, and local government agencies; non-profit organizations; and health advocacy groups.

The incumbent works under the administrative direction of the CHSI Assistant Deputy Director.

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)

- 20% Develops goals and/or objectives; plans, organizes, and directs the operations of the Branch in such a manner as to ensure the Branch carries out its and the Department's goals. Oversees the development and implementation of center wide and RAB strategic planning implementation, monitoring, and updating. Monitors the quality of work performed by subordinate staff, including the distribution of staff assignments to ensure approvals are processed timely and according to policies and procedures. Evaluates work performance of staff and subordinate supervisors and provides available resources for continued learning. Conducts research and analysis to maintain knowledge of data standards and quality issues; technology solutions related to interoperability and data integration; and descriptive and predictive analytics software, techniques, and best practices.
- 20% Develops and oversees the Data Analytics Section and the Data Reporting Unit in the vital records policy, protocols, and standards regarding the collection, analyses, and dissemination of vital statistics data. Oversees development of analytical reports and briefs using public health and vital record data and statistics; including the annual County Health Status Profiles; vital statistics analytical summaries, Vital Records Open Data, and others as requested. Oversees the development and maintenance of the California Vital Data (Cal-VIDA) vital records query system. Oversees the development of various dashboards for analytics purposes. Monitors metrics to evaluate and develop proposed modifications, procedures, and program alternatives to achieve increased productivity and improved accuracy and timeliness in the provision of data

reports and data products, and to monitor achievement of RAB goals and objectives. Provides expertise to CDPH Centers/Divisions/Offices on the application of the California Health and Human Services (CHHS) Data De-identification guidelines, providing training and analysis of planned publications to ensure compliance and systems development. Oversees the direction of processes for the production of custom and routine vital records data requests; provision of vital record data products to governmental, research, and private entities; and data management and quality assurance of vital record data products including all applicable data privacy and security policies. Serves as custodian for data from the Department of Health Care Access and Information, providing data files to CDPH programs upon request. Provides vital statistics and vital records data program guidance and support for the CHSI DD and ADD on sensitive and complex issues with significant impact related to development of Departmental policies and initiatives.

- 20% Develops and oversees the Vital Statistics Administration Section and Program and Policy Unit vital records policy and programs, data contracts tracking, coordination of legislative analysis for the Branch, vital statistics application system maintenance, issues, and enhancements. Develops, oversees, and streamlines the data application request and review processes to ensure all data releases comply with State law and policies, data brokerage, data curation, and data analytics services for internal and external customers. Oversees the enhancement and maintenance of the online application submission system, identifies opportunities for streamlining and system improvements. Oversees the facilitation of the Vital Statistics Advisory Committee (VSAC) monthly meetings to adhere to the requirements of the Bagley Keene Open Meeting Act. Oversees the End of Life Option Act (EOLA) program. Develops and oversees the processes of the receipt of required reporting forms from providers, and the annual report, and ensure posting on the department website. Oversees maintenance and enhancement of the EOLA database. Reviews all written correspondence to providers, management, and internal and external stakeholders.
- 20% Oversees the collaboration with the Information Technology Services Division (ITSD) for the development of platforms and acquisition of software capable of descriptive and predictive data file analysis. Oversees the curation of new data sources, data dictionary development, systems inventory, and interoperability readiness assessment processes in support of department-wide operations. Directs section network drive development and maintenance. Leads department-wide efforts and implementation of data virtualization and visualization software, quality metrics, and predictive analysis techniques. Collaborates with all interested parties within CDPH, State and Federal government agencies, and other jurisdictions and health departments to improve data interoperability, accuracy, and analytics capacity. Oversees the development and maintenance of a SharePoint communications platform to share educational materials, trainings, staff presentations, and open-source code for data analytics. Oversees and performs research to maintain knowledge of data standards and quality issues; technology solutions related to interoperability and data integration; and descriptive and predictive analytics software, techniques, and best practices.
- 10% Completes required personnel administrative documents. Provides guidance and oversight of staff assignments. Performs personnel activities including, but not limited to, recruitment, selection, training, and evaluation using probationary reports and annual appraisals. Assesses the work performance of direct reporting staff, monitors employee attendance, and approves leave requests. Initiates corrective action and counsels employees on progressive disciplinary/performance management issues.

- 5% Represents the Branch in meetings within the Center and with other departmental management. Prepares and presents management and operational progress reports. Provides assistance to the DD and ADD of CHSI as requested.

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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: HH

Date: 10/23/25