

**DUTY STATEMENT**

Employee Name:	Position Number: 580-408-5582-XXX
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Data Manager	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases	Branch/Section/Unit: CalCONNECT Branch / Reporting, Analytics, and Data Warehouse Team

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

The Reporting and Analytics Team is a key component of CalCONNECT, California's case investigation and contact tracing platform. The Research Scientist II (RS II) assists with the management of disease investigation, contact tracing, and other related datasets used to support the public health functions of the California Department of Public Health (CDPH) and state and local partners.

The RS II supports CDPH's mission and strategic plan by using technical expertise to coordinate, manipulate, and maintain CalCONNECT's case investigation and contact tracing data.

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Responsibilities include data management, quality control, data flow process evaluation, planning of data system architecture, technical documentation, and general support for CDPH's reporting and analytic needs.

The RS II works under the general supervision of the Research Scientist Manager of the CalCONNECT branch.

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**Special Requirements**

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- ☐ 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:

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

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- 30% Assist with monitoring and managing public health datasets. Create and update data architecture and execute duties to implement changes to CalCONNECT data. Clean and transform disease investigation and contact tracing datasets for use in reporting and analytics. Work closely with enterprise IT and partners to map data elements across datasets and pull data from state and local sources for reports required by state and federal funding entities. Create and maintain documentation of datasets and data processing, including codebooks, data dictionaries, and entity relationship diagrams (ERDs).
- 20% Review technical documentation to inform CalCONNECT reports design and implementation and educate state and local health jurisdiction leadership. Monitor and evaluate CalCONNECT data reports for quality and effectiveness and make recommendations for improvement. Troubleshoot problems reported by CalCONNECT report users. Assists with developing use cases, business cases, and workflow analysis related to CalCONNECT reports.
- 20% Assist with the preparation of presentations, communications materials, technical documentation, training demonstrations, and other related materials. Respond to data requests in a fast-paced environment, while ensuring quality and accuracy. Independently and effectively articulate and communicate priorities between state and local stakeholders.
- 15% Conceptualize, assists in developing, and write batch processes in cloud-based Azure Data Factory to ensure accurate and timely data transmission from CalCONNECT to the Data Warehouse. Monitor all aspects of batch processes to ensure data pipelines are stable and functioning as intended. Coordinate with highly skilled contractors to optimize data transmission processes, identify issues, and remediate bugs or other system issues. Use Microsoft Teams to communicate, work on documents collaboratively and maintain resources such as FAQs, call guides, and contacts. Contributes content to grant reporting and information to daily and weekly reports to CDPH leadership.
- 10% Coordinate with enterprise IT and the Information Security Officer to ensure recommended

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security restrictions are in place for the data warehouse and extended reporting systems. Stay up to date on best practices related to information privacy and coordinate with the CalCONNECT LHD and User Support Section to ensure these policies are implemented for all CDPH and LHD system users.

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 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

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

5% Assist with any other duties as assigned in support of the CalCONNECT platform. Perform other job-related duties.

☐ 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: NW

Date: 2/8/24