DUTY STATEMENT

Employee Name:	Position Number: **580-811-5758-909**
Classification: Research Data Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Facility Data Specialist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Data and Analytics Division	Branch/Section/Unit: CHCQ Informatics Branch/Licensing & Certification Analytics 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 performing independent, complex, technical and quantitative research, and statistical work necessary to accomplish the objectives and tasks of the Section related to licensing and certification regulatory requirements and enforcement activities. The Research Data Specialist II (RDS II) supports and acts as a subject matter expert to staff regarding the development and implementation of performance measures, benchmarks and the utilization of data management, analytical, and reporting software.The Research Data Specialist II (RDS II) extracts data from various sources, interprets, summarizes, documents and creates analytic working files, pivot tables, reports, and presentations for use within the Section. Develops statistical measures and reports for dissemination to staff,

stakeholders, and the public.

Although many assignments will be completed independently, others may require close, productive collaboration with fellow research staff, auditors, CHCQ management, health care facility personnel, contractors, other Departmental staff, and various other external parties.

The incumbent works under the general direction of the Research Data Supervisor II.

Special Requirements

☐ Conflict of Interest (COI)

☐ Background Check and/or Fingerprinting Clearance

☐ Medical Clearance

☒ Travel: Up to 5% of travel to attend meetings and training

☐ Bilingual: Pass a State written and/or verbal proficiency exam in

☐ License/Certification:

☐ Other:

Essential Functions (including percentage of time)

45% Independently design, plan, organize, and conduct complex quantitative data requests (including Public Record Act requests) and research studies, routine/ad hoc reports and quality improvement initiatives related to licensing and certification regulations and enforcement activities. Coordinate and develop studies as necessary to respond to inquiries from internal and external organizations such as the federal Centers for Medicare and Medicaid Services (CMS), the Department of Health Care Services, Department of Justice, the Office of Statewide Health Planning and Development, the State Legislature, advocacy, association, and other stakeholders. Respond to urgent legislative or executive analytic requests with tight timelines when needed. Extract data from various sources; perform complex statistical operations and develop metrics; interpret and summarize documents; create analytic working file for use within the Section; create reports, and analytic data sets for dissemination to stakeholders. Apply knowledge and proficiency with SAS and Excel (including pivot tables.), PowerBi, Azure, Tableau, Toad™ Data Point (SQL),Python and/or Microsoft stack software (Server Integration Services [SSIS], SQL Server Reporting Services [SSRS], and SQL Management Studio), Databricks in performing assignments. Effectively present analytic results in tables, graphs using Excel, PowerPoint, and visualization software in a manner that is accessible to the intended audience.

30% Lead CHCQ process improvement initiatives or analytic support related to licensing and certification regulation and enforcement-related business processes/quality improvement initiatives. Develop performance measures and quality improvement metrics, conduct quality control procedures, generate data for performance measures and quality improvement reports. Coordinate the development of internal and external on-line query tools and conduct training on how staff can use these tools in their work. Participate in staff meetings and high-level policy meetings regarding the implementation of process improvement initiatives, performance monitoring and policy discussions.

15%   Provide consultation to high-level management regarding the impact of new or pending legislation, regulations, and Department policy changes. Consult with and provide expert advice to staff regarding the collection and/or use of data to monitor the performance of healthcare facilities and related entities, as well as to other staff regarding the use of SAS and/or SQL and Excel. Serve as a subject matter expert on Automated Survey Processing Environment (ASPEN), Electronic Licensing Management System (ELMS), Minimum Data Set (MDS) and other related Licensing and Certification databases.

5%   Work cooperatively with researchers and contractors, both outside and within CDPH, to achieve valid results from studies of mutual interest.

Marginal Functions (including percentage of time)

5%   Complete other work-related duties as assigned. Travel may be required, to attend meetings and training. During peak workload periods, the incumbent will be required to work irregular hours to complete work within the time constraints.

☐ 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: DS
Date: 12/10/25