DUTY STATEMENT

Employee Name:	Position Number: **580-222-5731-706**
Classification: Research Data Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Data Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/Unit: Research and Analytics Branch Data Analytics Section Data Reporting Unit

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 developing a variety of complex health data research reports.

The Research Data Analyst II (RDA II) performs assessments which may include established objectives using various statistical and informational databases and the application of appropriate research designs and methodologies in the report analysis. Acts as subject matter expert in data assessment and product development for health-related data topics and participates in projects regarding other health related data research. Creates complex reports utilizing R, SQL, and PowerBI. Resolves issues and oversees project development, as well as interprets and applies statutes,

policies, procedures, rules, regulations, and legal opinions.

The incumbent works under the general supervision of the Research Data Supervisor I, Chief of the Data Reporting Unit.

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% Develops reports by planning, organizing, and conducting data analysis of statewide health data. Performs data analysis including the use of statistical methodologies, software, data visualization, development of tables, graphs, maps, and written summaries based on findings. Creates complex reports while applying Agency Data De-Identification Guidelines using software applications including R, SQL, and PowerBI.

30% Conducts peer review of analyses, tables, graphs, and other work products supporting various publications. Performs a thorough investigation and verification of data assessment to maintain the highest report quality and reliability on data analysis. Supports the development of multiple statewide reports for publication, or any published Department, Center, or Branch report. Performs research to acquire knowledge, skills, and understanding of public health reporting requirements, techniques, and methodologies.

20% Participates in special projects assignments which include revisions, updates, and new product development. Serves as a representative on Branch projects, workgroups, and committees. Provides technical expertise and in-depth subject knowledge that directly affects work products and health data analysis. Maintains professional relationships with stakeholders, county representatives, collaborative departments, and professional associations.

10% Develops training materials and presentations on public health data reporting requirements or vital records related topics. Develops public health data related analytic products to include written reports or research topic synopses, written at the appropriate audience level. Develops tables to assist the audience understanding or comprehension of public health related topics. Provides oral and/or written recommendations to management.

Marginal Functions (including percentage of time)

5% 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 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: 12/10/25