

**DUTY STATEMENT**

Employee Name:	Position Number: 580-700-5729-001
Classification: Research Data Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Center Analyst	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/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 serving as an integral component of the Center for Laboratory Sciences (CLS) with the responsibility to assist the Deputy Director of CLS in the coordination of operational policy and program issues.

The Research Data Analyst I (RDAI) serving as the Center Analyst (CA) will assist the Deputy Director of the Center for Laboratory Sciences. The CA will work collaboratively with the branches/sections/units of the CLS in gathering, developing, implementing, and monitoring data to create new or implement existing laboratory policies and resolve program issues. Serves as a technical consultant and laboratory project coordinator on various special investigative projects to support change in state programs or systems. Responds to the more difficult and sensitive public inquiries that come to the Deputy Director from external partners and stakeholders by researching and analyzing data and providing options or guidance. Analyzes policy and procedure

documents for completeness and provides guidance and recommendations. Coordinate communication to staff, key stakeholders, and State departments regarding projects, contracts, initiatives, and collaborate on improvement opportunities.

The incumbent works under the direct supervision of the Deputy Director, Center for Laboratory Sciences.

### Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 30% Responsible for completing the more complex and sensitive analytical assignments, assigned by the Deputy Director, and serving as an integral component of the Center for Laboratory Sciences (CLS). Takes initiative in the development, coordination, and completion of special laboratory or investigative projects relating to the CLS. Responds to confidential and sensitive departmental and laboratory program issues or questions; analyzes and evaluates the more complex data, material, or sensitive situations that arise; recognizes improvement opportunities, makes recommendations to management for resolution and takes action to resolve. Gathers facts and relevant information on laboratory issues or projects and presents the information to management in a concise and logical reporting manner for action. Develop status reports, database management reports, and other tools that will assist in decision-making. Follows up with laboratory program staff and coordinates and collects program information and materials, as necessary, to ensure timely completion of project assignments and ensure compliance with performance metrics. Coordinates projects, collects, and analyzes programmatic information that has a high consequence of error due to interactions with internal and external high-level executive staff.
- 25% Responsible for assisting the Deputy Director in the coordination of laboratory policy and program issues. Provides guidance and responds to the more complex questions from support staff within the Center and Program offices to ensure compliance with departmental/program policies and procedures related to correspondence, program procedures, and other support staff issues. Make recommendations to the Deputy Director on suggested improvements to established operational procedures and processes in the CLS. Assists with the development of operational policies and procedures for CLS incorporating the various Departmental instruction/administrative manuals. Under direction, reviews and evaluates materials submitted to the Deputy Director's Office for signature for consistent departmental/program policy applications, completeness, and thoroughness in terms of subject matter, audience, format, and appropriate data content. Assists the Deputy Director in providing guidance, recommendations, and leadership via quarterly meetings, as well as daily reports or updates to department Key Support Staff (Center and Program Executive Assistants, Administrative Assistants, and main administrative contacts) as to the appropriate operational policies and procedures for documents produced for the CLS.

- 20% Serves as the coordinator for logging, reviewing, tracking, proper handling, and routing of all inquiry data that is submitted daily to the CLS, including internal/external drills and internet inquiries. Analyzes and reviews the data to include in reports and presentations to leadership. Reviews and appropriately assigns Center assignments from the Director and the Chief Deputy Director of Health Quality and Emergency Response, acting as the main point of contact and closely tracking and working with programs on due dates, extension requests, and completeness of assignments. This often involves understanding the complex and sensitive nature of current program and departmental issues and priorities to ensure the highest priority assignments are properly scheduled. Analyzes documents from program originators for accuracy and provides detailed instructions on what the informational changes should entail.
- 20% Track public inquiries that come to the Deputy Director, using available resources to research and analyze data and provide options or guidance for improvement. Attend meetings with the Deputy Director; review and interpret reports presented, advise appropriate follow-up or action items based on data gathered. Communicate key data findings, especially operational issues, and potential risks; based on review of weekly activity reports. Act as critical point of coordination and communication regarding liaising with key stakeholders and State departments regarding projects, contracts, initiatives, and collaborate on improvement opportunities. Keeps the Deputy Director updated on workload and any potential issues and problems that may arise. Continuously seeks opportunities for growth and development through training courses and individual research.

### Marginal Functions (including percentage of time)

- 5% 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: AC

Date: 1/2026