

DUTY STATEMENT

Employee Name:	Position Number: 580-700-5770-003
Classification: Research Data Specialist III	Tenure/Time Base: Permanent/Full Time
Working Title: Bioinformatics and Laboratory Information Management System Specialist	Work Location: 850 Marina Bay Parkway, Building P-1 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch/Laboratory Operations 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 ensuring consistency in research training and data reporting.

The Research Data Specialist III (RDS III) will pull together data, provide analysis and make recommendations to Center management and coordinate with scientists from other Branches and programs. The RDSIII will also coordinate the Center's efforts with integration of the Laboratory Information Management System (LIMS) within the CLS laboratories; as well as integration of data flows from local public health laboratories and clinical laboratories to forecast future impacts and trends. The RDS III will coordinate and lead the contracted staff working on network expansion and

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data sharing enhancement efforts, lead workgroups both internally and externally, to provide input to the Laboratory Operations Branch and Center leadership and develop enhancements to operational workflows for improved data sharing and security.

The incumbent works under the general direction of the Chief, Laboratory Operations Section, Research Scientist Supervisor II.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Develops and researches strategies for laboratory operations and administration of the CLS Laboratory Information Management Systems (LIMS) and the expansion of the electronic test order results platform (ETOR) to enhance data exchange systems and network connections. Activities include identifying the more complex data and research problems, determining appropriate actions and make recommendations for resolutions and leads initiatives for the implementation of technical enhancements and systemic improvements to increase data sharing and connections. Leads technical programming and workflow development through internal collaborations, and with outside contracted data staff, to implement new data platforms, testing methodologies in LIMS as well as the design and maintenance of the EOTR portal. The incumbent determines the scopes and parameters of these research and data projects. Serves as LIMS technical lead for the CDPH Center for Laboratory Sciences (CLS) and assists with implementation of online web-based platforms to help improve the effectiveness of laboratory data flows and teaching methodologies for training programs.
- 30% Coordinates data migration efforts through the implementation of LIMS and other lab-based platforms, internally within CDPH CLS, and also advises external partners from local public health laboratories and clinical laboratories. Develops and provides training curriculum, standard operating procedures and quality control processes to other CDPH Centers/Divisions/Branches utilizing CLS LIMS to ensure processes are standardized and performed correctly and consistently according to regulatory compliance. Leads the development and modernization of laboratory submittal forms. Serves as expert lead in CLS for LIMS and various existing enterprise applications to support user training and troubleshooting. Tests updates and network improvements and analyzes ways to improve operating procedures and processes.
- 20% Uses advanced statistical software application and data analysis tools, like MS power platforms to analyze data analytics generated from LIMS platforms and CalREDIE, and identify trends and anomalies, to make recommendations that could lead to changes in policy, allocating resources to county public health laboratories, or suggesting different points of

emphasis for CDPH.

- 10% Performs data studies and gap analyses of CLS data systems and coordinates data-related research activities across the laboratories and illustrates completed work results using models or graphical representations in presentations, reports and summary recommendations. Provides reports on new or updated software to CLS leadership. Provides outcomes and makes recommendations, based best standardized practices on complex research and data analysis projects to share with stakeholders and partners, such as state, county, and local jurisdiction public health laboratories on new strategies or approaches representing and archiving data.

Marginal Functions (including percentage of time)

- 5% Provides updates to CLS leadership on informatics and LIMS process improvements and resolution of related issues through troubleshooting. Continuously seeks opportunities for growth and development through training courses and individual research. Travels to attend meetings for the purpose of advising executive staff on complicated research projects and studies when necessary. Performs other RDSIII 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: AC

Date: 2/2026