

DUTY STATEMENT - PROPOSED

Employee Name: Vacant	Position Number: 580-426-5729-909
Classification: Research Data Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Data Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R-01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Infectious Diseases Branch/Surveillance and Statistics 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 routine analytical and data management activities for the Infectious Diseases Branch (IDB) Surveillance and Statistics Section (SSS). The Research Data Analyst I (RDA I) assist with the collection, compilation, entry, cleaning and maintenance of infectious disease data using CalREDIE, Snowflake/i2D2, Excel, Access, the Centers for Disease Control and Prevention's (CDC) Secure Access Management Services (SAMS), and Typhoid Carrier Registry. RDA I performs scheduled data quality checks, prepares standardized datasets, and supports basic statistical summaries and data reporting activities. The incumbent assist with ongoing surveillance projects, including upgrades to registries and dashboards, under the established procedures and guidance.

The incumbent works under the general supervision of the Research Scientist Supervisor II (RSS II), Chief of the Surveillance and Statistics Section (SSS).

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)

- 30% Collects and compile infectious disease data from local health departments, enters and updates surveillance data into CalREDIE, Snowflake/i2D2, Excel, Access, and CDC's Secure Access Management Services (SAMS). Supports communication with local health partners, state epidemiologists, and Centers for Disease Control and Prevention (CDC) officials regarding conditions and investigations, recommendations, and guidelines for reporting disease outbreaks. Apply scientific methods using statistical procedures, general principles, concepts, and relevant terminologies.
- 20% Performs routine statistical analysis on various data sets maintained by SSS to respond to incoming data requests from research institutions, government partners, and other requestors. Forwards the results to designated senior SSS staff for evaluation before submitting them to the requestors. Assists in logging and tracking subpoena requests and forward them to the appropriate assigned SSS staff or other IDB staff for processing and submit the appropriate response to requestors in a timely manner. Maintains the SSS data request log and generates monthly data request reports for distribution to designated SSS senior staff.
- 20% Analyzes surveillance data obtained from Snowflake/i2D2 and other data sets maintained by IDB-SSS and create appropriate dashboards of select infectious diseases for posting onto CDPH website. Supports collaborations with local health departments and state epidemiologists on data preparation for annual data closeout and reconciliation with CDC. Assists senior staff by compiling necessary documentation and data summaries for CDC communications regarding data quality and system responses.
- 15% Works collaboratively with other IDB-SSS staff in the execution of their data reporting, including monthly provisional reports, quarterly provisional reports, year-end reports, and yearly summaries of the 50+ selected communicable diseases monitored by IDB, as well as ongoing epidemiologic research projects. Reviews and updates all the dashboards, and other materials posted on SSS website to ensure accuracy and consistency. Conducts Americans with disabilities act (ADA) compliance reviews using established checklist, guidelines and procedures.
- 10% Compile data and perform routine statistical analysis on anaplasmosis, babesiosis, cholera, leprosy, malaria, Q fever, rickettsial, trichinosis, typhoid/paratyphoid fever, and vibrio-non

cholera in accordance with established reporting requirements. Results are sent annually to CDC disease-specific programs for national reporting and distribution.

Marginal Functions (including percentage of time)

5% Perform other 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: E.L.
 Date: 5/18/2026