

DUTY STATEMENT

Classification: Research Data Analyst I	
Working Title: Research Data Analyst I	
Program: Audits and Investigations	
Division: Investigations Division	
Section: Intake Section	
Branch: Data Analytics & Case Development Branch	
Unit: Data Analytics Unit	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 806-410-5729-705
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under direct supervision of the Supervisor I, the Research Data Analyst I (RDA I) independently performs a variety of research and statistical functions, including data matching, data analysis, trends analysis, and statistical analysis. This is the entry, recruiting and developmental classification. Under direct supervision, incumbents perform basic research, data gathering, scheduled report maintenance, and statistical work in one or more areas of a broad range of subject matters, utilizing structured and unstructured data from existing reports and resources for statewide business improvement. Incumbents are assigned duties and responsibilities commensurate with their background and training. Work at this level is characterized by a reliance on proven techniques and methodologies and usually involves assignments in areas where a comparable body of knowledge and experimentation exists.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:

% of Time	Essential Functions
45%	Responsible for receiving and analyzing data-driven leads from external stakeholders and contractors for analysis and case consideration. The RDA I extracts, manipulates, and statistically analyzes data using internal databases. The RDA I conducts data mining to uncover trends and patterns, while also identifying potential indicators of fraud, waste, and abuse.
40%	Engages collaboratively with internal staff to orchestrate the production of dynamic ad hoc reports tailored for DACD and Investigations Division management. With a keen eye for detail, the RDA I generates comprehensive reports, skillfully interpreting findings to align with research objectives. The RDA I plays a pivotal role in supporting research initiatives by offering valuable insights and data-driven recommendations to management, thus contributing to informed decision-making within the Department.
15%	Conducts quality assurance (QA) reviews on data entered by the Section's analysts, ensuring accuracy and reliability in data through vetting and analysis procedures. Supports internal and external audits/drills involving DACD related reporting. Analyzes and manages deconfliction requests to external partners ensuring accurate and efficient data resolution processes and reconciliation.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under Supervision by the (enter supervisor classification):

Supervisor I _____.

Supervision Exercised: (check all that apply) ☒ Non-Supervisory Classification / None

☐ Clerical Staff

☐ Analytical Staff

☐ Technical Staff

☐ Professional Staff

☐ Supervisory Staff

☐ Managerial Staff

Special Requirements:

☐ Medical Evaluation /Clearance

☐ Typing Certificate

☐ Valid Driver's License

☒ Background Check / Finger Printing Clearance

☐ Valid Professional License (please specify): _____

Desirable Qualifications:

Knowledge of: Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures.

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines.

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:
Mari Rodriguez

Analyst Signature:
Mari Rodriguez

Digitally signed by Mari Rodriguez
Date: 2026.07.14 14:27:27 -07'00'

Date:
07/14/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. Under Supervision: The position is subject to continuous and direct control. Under General Supervision: The position is subject to a minimum of continuous and direct control. Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker. Under General Direction: This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).

DUTY STATEMENT

Classification: Research Data Analyst II	
Working Title: Research Data Analyst II	
Program: Audits and Investigations	
Division: Investigations Division	
Section: Intake Section	
Branch: Data Analytics & Case Development Branch	
Unit: Data Analytics Unit	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 806-410-5731-705
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under general supervision of the Supervisor I, the Research Data Analyst II (RDA II) independently performs a variety of complex and highly technical and statistical functions, including data matching, data analysis, trends analysis, and statistical analysis. Under general supervision, employees perform a variety of tasks including the more independent, responsible, varied and complex research and data analysis. Incumbents may have lead responsibilities, work on multidisciplinary teams or have primary responsibility for a project or activity. Incumbents perform ad-hoc report development, conduct statistical work in a variety of subject matters, utilize structured and unstructured data from existing reports and resources; design, adapt, and implement research methodologies and data models. This includes but is not limited to routine dashboards, performance evaluation reports and visual aids, and identifying trends and patterns using historical data. Using in-depth analysis, incumbents develop data-driven strategies, interpret complex findings, and provide consultative recommendations to address immediate and ongoing information needs. RDA II staff apply advanced analytical techniques and may serve as a lead analyst for designated research activities while operating within general supervisory guidance.	

Job Summary (cont):

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Description of Duties:

% of Time	Essential Functions
45%	Engages collaboratively with internal staff to orchestrate the production of dynamic ad hoc reports tailored for DACD and Investigations Division management. With a keen eye for detail, the RDA II generates comprehensive reports, performs advanced statistical modeling, and skillfully interprets findings to align with research objectives. The RDA II plays a pivotal role in supporting research initiatives by offering valuable insights, high-level analytical recommendations thus contributing to informed decision-making within the Department.
40%	Responsible for receiving and analyzing data-driven leads from external stakeholders and contractors for analysis and case consideration. As the primary point of contact for all communication between the Department and its contractors, the RDA II fosters collaborative relationships, ensuring seamless information exchange. The RDA II extracts, manipulates, and statistically analyzes data using internal databases. The RDA II conducts data mining to uncover trends and patterns, while also conducting advanced anomaly detection to identify indicators of potential fraud, waste, and abuse.
15%	Conducts quality assurance (QA) reviews on data entered by the Section's analysts, develops and maintains QA protocols and analytical validation criteria, ensuring accuracy and reliability in data through vetting and analysis procedures. Leads the analytical components of internal and external audits/drills involving DACD reporting, ensuring compliance with data standards and methodological accuracy. Resolves complex deconfliction requests and coordinates high-impact data reconciliation efforts with external partners, applying advanced analytical judgment.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under General Supervision by the (enter supervisor classification):

Supervisor I _____.

Supervision Exercised: (check all that apply) ☒ Non-Supervisory Classification / None

☐ Clerical Staff

☐ Analytical Staff

☐ Technical Staff

☐ Professional Staff

☐ Supervisory Staff

☐ Managerial Staff

Special Requirements:

☐ Medical Evaluation /Clearance

☐ Typing Certificate

☐ Valid Driver's License

☒ Background Check / Finger Printing Clearance

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Desirable Qualifications:

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Acknowledgements:

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Analyst Name:
Mari Rodriguez

Analyst Signature:

Marianela Rodriguez

Digitally signed by Marianela Rodriguez
Date: 2026.07.14 05:02:09 -07'00'

Date:

07/14/2026

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