

DUTY STATEMENT
DSH3002 (Rev. 11/2022)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name Vacant	Division Research, Evaluation and Data Insights		
Position No / Agency-Unit-Class-Serial 461-535-5758-011	Unit		
Class Title Research Data Specialist II	Location Sacramento, CA		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: N/A	Pay Differential Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general direction of the Research Data Supervisor II in the Expert Determination Unit within the Research, Evaluation and Data Insights (REDI) Division, the Research Data Specialist II will function as the Lead Data De-Identification Specialist for all data releases, providing advisement on the Department of State Hospitals (DSH) Data De-identification Policy as well as the DSH Data De-identification Guidelines (DDG). The incumbent will function as a subject matter expert on the Safe Harbor and the Expert Determination methods of de-identification. The incumbent will also act as a subject matter expert in data assessment, data extraction, and product development for DSH reports and actively participate in division projects and other assigned work efforts. The incumbent will need to utilize expert knowledge of statistical and scientific principles and methods for rendering information not individually identifiable and must have a background in mathematics, statistics, data science, or another scientific field to meet the qualifications of this role. Experience with statistical de-identification is a desirable qualification of this role. The incumbent will participate in the review of the department's data and ensure the appropriate steps are taken according to the DSH DDG. In addition, the incumbent may represent the division at various data committee, task force and workgroup meetings. Duties require regular collaboration and coordination with executive management, DSH facility staff, Sacramento based staff, DSH legal staff and external stakeholders on data releases and current data initiatives. This function requires advanced use of Microsoft Excel, Power Query, Visio, Outlook, Teams, and Word; intermediate to advanced use of programming language; intermediate to advanced use of SQL; and intermediate to advanced use of Tableau or Power BI.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
50%	Function as the lead Subject Matter Expert on the Safe Harbor and the Expert Determination methods of de-identification of protected health information. Ensure compliance with Federal and State privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), the Information Practices Act (IPA), the Lanterman-Petris-Short (LPS) Act (LPS), and the Public Records Act (PRA) when releasing records that contain health information that identifies or can reasonably be used to identify a patient. Conduct and provide guidance on research and data analysis involving patient, facility and staff data and apply expert knowledge in the de-identification of that data.		

	Conduct scoring assessments on every data release to ensure that patient and staff personal health information is protected. Perform the de-identification on aggregated data tables utilizing expert knowledge of statistical and scientific principles and methods for rendering information not individually identifiable. Routinely receives and review documents containing confidential and HIPAA protected data. Review, analyze, and appropriately de-identify confidential, personal, and HIPAA protected information pursuant to the DSH DDG, state, and federal privacy laws. Review documents to ensure the process of deidentification is complete and all direct identifiers or personal characteristics from patient data, or third-party information, have been de-identified from the document. Provide expert determination analysis for all data releases, maintaining a description of the method used for de-identification, the assumptions used in re-identification risk assessment, and the results of the risk assessment. Perform research and provide advice and recommendations on de-identification practices pursuant to HIPAA, IPA, LPS Act, and the Public Records Act. Perform ongoing risk assessments and de-identify daily, weekly, and monthly reports produced by the REDI program. Function as the lead specialist to analysts and specialists assigned to assist with large data de-identification projects within the branch. Collaborate regularly with DSH-Legal Division and the DSH Chief Privacy Officer on de-identification requests.
30%	Track all incoming data de-identification requests and produce analytics. Maintain a detailed record of all de-identification requests, scoring assessments and responses. Keep an up-to-date tracker of all incoming requests for future workload analysis. Respond to questions regarding deidentification methodologies and assumptions. Provide role-based training and guidance to DSH staff on the data deidentification process for data release. Provide guidance to DSH staff and management on DSH DDG. Facilitate the release of useful data to the public to promote transparency of state government and support Agency initiatives such as the Open Data Portal. Conduct ongoing risk analysis on public facing data and documents to ensure continuous compliance with all applicable privacy laws. Act as a data steward contributing to data governance goals and objectives.
15%	Provide guidance in the de-identification and anonymization of data for outcomes research and reporting purposes. Identify specific outcomes

	measures and datasets that reduce the risk of patient re-identification and maintain confidentiality of protected health information. Develop formal responses to communicate recommendations and present findings to management and other executive level staff. Participate in meetings (in-person, video/web conferencing, etc.) with the DSH Sacramento staff, DSH facility staff, and other internal and external entities as needed. Present to technical and non-technical staff and executives. Participate in DSH and Agency workgroups. Partner with technical and nontechnical colleagues to understand data. Maintain data dictionaries and standard operating procedures. Identify and analyze root causes of data quality issues. Collaborates with the DSH Privacy Officer on topics pertaining to external data sharing, business use case proposals, publishing, etc. Identify potential gaps or areas to streamline current practices and initiate solutions.
5%	Complete ad-hoc research, analysis, reports and additional duties as requested
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee's Signature _____ Date

	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date
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