

DUTY STATEMENT



☐ CURRENT
☐ PROPOSED

CIVIL SERVICE CLASSIFICATION Research Data Specialist II			WORKING TITLE Research Data Specialist II		
PROGRAM NAME Division of Workers' Compensation				UNIT NAME Medical	
ASSIGNED SPECIFIC LOCATION Oakland				POSITION NUMBER 400 – 604-5758-036	
BARGAINING UNIT R01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No	

General Statement

Under the general direction of the Workers' Compensation Compliance Manager, the Research Data Specialist II plans and carries out quantitative and qualitative research of major scope and complexity, and has the responsibility to design and facilitate the methods for data collection. Duties include, but are not limited to the following:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35	Implements complex, multivariate statistical techniques to use large administrative databases to examine the factors influencing the benchmarks of the workers' compensation system, including claim incidence, costs, medical utilization, and other benefit delivery. Directs, designs, and develops: written protocols for data collection, management, and statistical analysis for annual, monthly, and other periodic reports and public use data for distribution and publication. Creates new data models and visualizations through the collection, analysis, interpretation, and reporting of data to ensure data quality, timeliness and compliance for various workers' compensation programs in the state. Conducts expert systematic and ad hoc analyses of large volumes of structured and unstructured administrative data collected by the Division to provide data analyses, ensure excellent programmatic functioning, and suggest additional analyses and areas for improvement. Facilitates and leads various major system upgrades for WCIS and other databases in the program. This includes ensuring the division's data collection is consistent with national standards such as the IAIABC.
30	Functions as a team leader for small teams to work with external trading partners to facilitate, educate, and improve the overall data transmission of workers' compensation data to the WCIS system. Directs, plans and implements collection, analysis, interpretation, and reporting of large volumes of administrative data collected by the division on a regular basis for the evaluation of workers' compensation system performance by utilizing advanced business intelligence software programs. This includes validating the accuracy of structured and unstructured data being reported to the division by using different methods of data matching and data cleaning to ensure integrity and accuracy. Upon request, plans

DUTY STATEMENT



	presentations for internal and external conferences including the annual WCIS webinar.
20	Leads and manages complex data requests from public and private entities. This includes working closely with both internal and external parties to understand the needs of the requester and have a deep understanding of the data the division collects to provide consultative advice or support interpreting existing reports and data models to various entities and agencies.
10	Communicates and responds to emails and phone calls from the public. Updates, maintains, and ensures the Research program's websites are accurate and pass accessibility standards. As directed, participates in meetings with the Legal Unit, DWC staff, and other entities.
Percentage of Time Spent	Marginal Job Functions
5	Performs other job related tasks as assigned to fulfill the operational needs of the Department of Industrial Relations and the Division of Workers' Compensation Medical Unit.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving at and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. Once you are a permanent state employee, your work will be evaluated by your immediate supervisor. You and your supervisor will participate in the regular employee appraisal process throughout your career. This gives you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The Research Data Specialist II reports directly to and receives the majority of assignments from the Workers' Compensation Compliance Manager; however, direction and assignments may also come from upper management in the Division of Workers' Compensation.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent will work 40 hours per week in an office setting equipped with standard office

DUTY STATEMENT



equipment. Air conditioned, in a high-rise building with elevator access, cubicle with natural and artificial lighting. Telework, when appropriate, may be approved at the discretion of the Workers' Compensation Compliance Manager.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications on various aspects of DIR's personnel processes. In addition, the incumbent must demonstrate the ability to use Internet, email, desktop applications and presentation software to complete assignments.

Physical Abilities

The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent may be required to travel by car or airplane.

Additional Requirements/Expectations

The incumbent must be dependable and have the ability to work cooperatively with staff at all levels both within and outside the Department. The incumbent must have the ability to communicate effectively in order to complete work assignments. The incumbent must be willing to travel to the Oakland headquarters office. Incumbents must also have a strong understanding of statistical methodologies and business intelligence software applications.

Personal Contacts

The incumbent will have frequent interactions with members of the public and the general workers' compensation community. The Research Data Specialist I will work closely with other units within the Division and may handle highly sensitive personal identifiable information including, but not limited to, personal medical information of injured workers.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the

DUTY STATEMENT



employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date