

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Supervisor II			WORKING TITLE Data Integrity and Interface Manager	
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Cal/OIS Data Integrity and Interface Unit	
ASSIGNED SPECIFIC LOCATION Santa Ana			POSITION NUMBER 400 – 418-4801-904	
BARGAINING UNIT S01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Chief of Cal/OSHA with the Department of Industrial Relations, Division of Occupational Safety and Health (DOSH aka Cal/OSHA), the incumbent is responsible for overseeing the day to day activities of the Cal/OIS Data Integrity and Interface Unit, directs and manages the delivery of a variety of services impacting the entire division, including data management and reporting, and information system development and maintenance. The incumbent provides a high level of skill in database management and analysis. The incumbent oversees the Cal/OSHA Information System (Cal/OIS) data operations pertaining to data quality management, compliance monitoring and enterprise reporting, data analytics, business intelligence models and data innovation initiatives to improve the Division's compliance, efficiency, and effectiveness.

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>
25%	Collaborates with the Chief of Cal/OSHA and senior management and cross functional teams to align efforts to the DOSH data strategy and develops long-term strategies to support a thriving data culture through regular socialization of data opportunities and solutions. Serves as a data advisor and expert across all Cal/OIS data operations and analytic capabilities. Leads all data sharing and exchange initiatives to promote DOSH, generating data insights and supporting DOSH's role promoting safety and health in the workplace. Leads all data modernization projects and initiatives, ensuring data-driven decision-making capabilities, maximizing data intelligence and a person-centered and equity focused approach are deployed across all Division data efforts. Modernization spans the entire Division, from developing solutions to legacy systems, establishing cloud-based data management platforms, data warehousing, integration and electronic record planning and implementation. Provides oversight, guidance and support across all privacy compliance data practices consistent with DIR and DOSH policies to conduct determination risk assessment across all aggregate and summarized data prior to external distribution to prevent disclosure and re-identification of personally identifiable information. Conducts studies and analysis related to system administration such as disaster recovery and security audits. Advises the Chief of Cal/OSHA and senior management in the development of policies and interpretation of issues that affect the Cal/OIS data across all DOSH programs. This includes data

DUTY STATEMENT



	accessibility, quality, analytic capabilities, constraints, etc. Advises the Chief of Cal/OSHA and senior management in the status and outcomes of data studies. Collaborates with key leadership to advance research and data objectives, outcomes and findings. Represents DOSH in collaborate efforts with external stakeholders; keeping the Chief appraised. Advises the Chief of Cal/OSHA and senior management on mission critical data/technologies projects and solutions. Assists in assessing the strategic direction of information technology and in developing strategic plans for use of new technology. Formulates solutions, maintains strategic partnerships, develops proposals, provides presentations and represents DOSH during internal and external meetings.
20%	Data Management: Oversees and reviews the collection, storage and analysis of data including addressing data migration from the legacy system and integration with Cal/OIS. Plans, implements and provides analytic support to ensure all Division programs can access data. Ensures systems accurately capture and report data collected. Reviews and periodically prepares reports for management and stakeholders regarding trends, risks, and opportunities for improvement and presents their analyses in a variety of formats, including written reports and PowerPoint presentations. Serves as a point of contact on all Public Records Act requests and ensures timely and complete responses.
20%	Information System Management: Serves as the primary point of between DOSH and Federal OSHA and the DIR Office of Information concerning the maintenance of the Cal/OIS Data Management System. Develops policies and procedures to ensure meets federal requirements and is transferred timely and correctly to the Cal/OIS) daily and counted toward State Plan Activity Mandated Measures (SMM). Works with Cal/OIS contractor and DIR IT to ensure system operability/functionality is maintained and modified to meet ongoing business needs. Oversees the development of any amendments to the Cal/OIS vendor to support emerging business requirements. Serves as the subject matter expert on Cal/OIS. Coordinates with other data teams in the department to identify solutions to data analytics, access or quality issues. Facilitates and/or participates in statewide workgroups concerning Cal/OIS data initiatives. Reviews and keeps the Chief informed on subjects of special concern or emphasis, progress of new and ongoing projects, changes in programs and/or operating problems as it relates to DOSH data and research. Chair and facilitates interface coordination meetings with internal teams, contractors, and external agencies. Identifies, documents, and tracks all physical, functional, and data interfaces between systems and with external stakeholders.
20%	Personnel Management: Plans, organizes, directs, and provides managerial review of the work performed by staff in Section. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Establishes performance

DUTY STATEMENT



	expectations for all staff and evaluates their performance. Develops staff work plans, monitors and evaluates progress, and ensures key milestones and deadlines. Develops unit goals, strategic and operational plans, and objectives to meet organizational objectives. Monitors, organizes, directs, and evaluates the quality and quantity of the unit's work and makes changes to ensure a productive work environment. Prepares administrative directives and policies and procedures manuals for assigned areas of responsibility. Supervises staff in the management of potential workload bottlenecks and recommends appropriate courses of action.
10%	Process Improvement: Serves as a subject matter expert, coach and quality improvement resource for the Data Integrity and Interface Unit. Supervises staff responsible for evaluating workflow processes to improve accountability, operational efficiencies, and the customer experience. Employs a variety of techniques to evaluate workflow processes, including Lean 6 Sigma and Kaisan, as appropriate. Develops annual work plans concerning individual processes subject to review as well as work plans specific to individual projects. Provides input on operational processes and procedures. Assembles and leads a cross-section team consisting of subject matter experts and end-users to evaluate workflows, policies and procedures, and information technology systems that guide and support specific processes.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned including, but not limited to: serves on committees, special work groups, and taskforces related to information technology and data collection, hiring and recruitment, among others. Attends meetings and training classes as required.

Conduct, Attendance, and Performance Expectations

The incumbent must maintain consistent and regular attendance; communicate effectively (both orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Chief of Cal/OSHA. The incumbent may also receive assignments from other Cal/OSHA Deputy Chiefs.

Supervision Exercised

The incumbent directly supervises three Supervisors I. In addition, the incumbent indirectly oversees the work of Analysts II.

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

Work Environment

The incumbent works in an air conditioned, low-rise office building with natural and artificial lighting and temperature control. In addition, the incumbent works either in a cubicle or office in close proximity to

DUTY STATEMENT



others. The incumbent is required to work extensively on computers as necessary for drafting documents, conducting research, and drafting email communication, among others. The incumbent will work 40 hours per week and sometimes more, as necessary. Further, the incumbent is required to use a variety of office equipment including, but not limited to, a telephone and multi-function devices. Some day and overnight travel by train, plane, or automobile to attend meetings and training required.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for anyone with whom they come into during work hours and work-related activities and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The incumbent must have the ability to use a computer for extended periods of time and to move and transport office items in a safe manner. Ability to travel.

Additional Requirements/Expectations

Confidentiality must be maintained at all times. The incumbent promotes safety in the workplace and must ensure adherence to security and data confidentiality guidelines. Must maintain a fundamental understanding of technology, practices, and trends, including system development and administration.

Personal Contacts

The incumbent will have direct and frequent interaction with all levels of Cal/OSHA management and staff and DIR IT. They may occasionally interact with representatives of the Department of Industrial Relations and from other state agencies, various stakeholders, and members of the public. Finally, the incumbent interacts with Federal OSHA on data collection and management reports.

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 employee with a copy of this duty statement.

DUTY STATEMENT



Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

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C&S Analyst Initials

8/7/2026

Approval Date