State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Data Integrity Analyst

PROGRAM NAME	UNIT NAME
Division of Occupational Safety and Health	Cal/OIS Data Integrity and Interface Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 418 – 5393 - 904

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under the direction of the Supervisor I with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH aka Cal/OSHA), the Analyst II performs complex analytical and technological studies/assignments related to the Cal/OIS data management system. The incumbent works with all programs in DOSH providing guidance and recommendations to management on the data quality for their respective programs. The incumbent works with DIR-IT staff to ensure the Cal/OIS system functions are performing properly and address any issues that needs corrections. All work is performed in accordance with DIR-DOSH policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums.

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

Percentage of Time Spent	Duties **Essential Job Functions**
45%	Acts as the division expert responsible for ensuring the accuracy, consistency, and repeatability of information provided from statewide internal and external users. Reviews, analyzes, and maintains employer and employee data integrity within the Cal/OIS system. Remediates duplicate record numbers, record overlays and assists with correction of any data information. Maintains employer and employee identity integrity by using their analytical and investigational skills to coordinate, and execute action needed to remediate identity discrepancies. Analyzes and identifies root causation of data discrepancies and brings all issues to management immediately. Researches and analyzes division reporting methodologies across all program systems, prepares recommendations for more consistent and reliable data management processes including standard data integrity review procedures, and develops and maintains an overall plan to achieve those goals. Researches best practices and provides continual recommendations on improvements to data integrity review procedures. Researches best practices for data reporting methodologies, including data lakes, replication servers, live data reporting, etc., and makes recommendations on the best solutions for Cal/OSHA. Audits data integrity review procedures within each program, provides reports on compliance, works with division management to establish corrective action plans as needed, and conducts follow up to ensure those corrective actions are implemented. Conducts sample data integrity audits on individual reports, identifies any issues, and makes

	recommendations for improvements to data management processes as a result. Designs and conducts surveys of Cal/OSHA customers to determine level of confidence in the integrity of data provided. Researches and recommends standard data reporting and analysis tools. Assists in the implementation of those tools.
25%	Assists the division in establishing standards for data presentation and visualization. Researches best practices and makes recommendations on how best to present information to Cal/OSHA internal and external customers, including through charts, dashboards, web pages, etc. Designs and conducts surveys of Cal/OSHA internal and external customers to determine level of satisfaction with the information delivery methods being utilized by the division. Researches and maintains proficiency in data reporting tools and methodologies. Provides guidance to system owners on how to best present information for their customers.
15%	Provides expertise and guidance on data exchange procedures for sharing information with internal and external customers. Researches best practices for exchanging data between agencies and systems. Establishes technical requirements for data exchanges. Establishes standard roles and procedures for data exchanges. Establishes and maintains with management input and approval, data sharing agreement templates to be used throughout the division and department.
10%	Serves as the division resource on system testing procedures. Researches best practices for system testing, for both new development, system maintenance and routine validation, including both functional validation, data integrity and hardware capability. Develops standard system testing procedures to be utilized across all programs of the division and for various system development methodologies such as Agile and Waterfall. Assists program staff in developing individualized system testing plans. Assists program staff in analyzing the results of system testing.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other related duties as required to fulfill DIR-Cal/OSHA mission, goals, and objectives. Additional duties may include, but are not limited to, assisting where needed within the division/office/unit and special assignments.

Conduct, Attendance, and Performance Expectations

The incumbent must maintain consistent and regular attendance; communicate effectively (orally and in writing) and with tact in dealing with the public and other employees; maintain confidentiality at all times; handle sensitive and confidential materials and matters in a professional manner; 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. The incumbent will travel throughout the state to conduct and attend trainings and meetings and conduct quality assurance of the Cal/OIS system and operations which include overnight to multiple night stays.

Supervision Received

This incumbent is under the direction and receives the majority of assignments from the Supervisor I. May also receive assignments from the Supervisor II, and Chief of DOSH.

Supervision Exercised

None

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

Work Environment

Works in an office setting that is air conditioned, with cubicle workstations exposed to natural and artificial lighting. Daily use of computer, office equipment, and telephone. Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel is required.

Special Requirements/Other Information

The incumbent is expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Division. All employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The position requires the ability to remain in a stationary position for extended periods of time to work at a computer; transport files, documents, and equipment; to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine; travel.

Additional Requirements/Expectations

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DOSH. The incumbent must demonstrate the ability to use the Internet, email, desktop applications and presentation software to complete assignments.

Personal Contacts

The incumbent will have contact with the public, employers, employees, other government agencies, stakeholders and DOSH and DIR staff.

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.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date
RL	8/7/2026