

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-5731-700
Classification: Research Data Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Silicosis Data Specialist	Work Location: 850 Marina Parkway, P-3, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Occupational Health Tracking Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

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

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by conducting advanced data collection, processing, and analysis to inform the prevention of silicosis associated with engineered stone countertop fabrication. Under the general supervision of the Research Scientist Supervisor I, the Research Data Analyst II (RDA II) supports the Occupational Health Tracking Unit (OHTU) by contributing to the collection, integration, and quality control of public health surveillance data and information on engineered stone fabrication operations. The RDA II compiles and verifies data on silica exposures from countertop fabrication; assists with maintaining and improving the program's public health surveillance system for silicosis; and contributes to generating

analytical results used to develop guidelines and strategies for prevention. As a journey-level analyst, the RDA II performs complex and varied research and data analysis tasks, may serve as a lead on projects or multidisciplinary teams, and may have primary responsibility for specific analytical activities. Duties include ad-hoc report development; analysis of structured and unstructured data; creation and implementation of research projects and data models; development of dashboards, performance reports, and visualizations; and identification of trends and patterns using historical data. Through independent analytical judgment and applied research skills, the RDA II develops strategies and solutions to meet immediate and ongoing data needs in support of program objectives.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: in-state travel up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Compile and integrate data independently to support OHTU's strategic planning, public health surveillance, public health investigations, and educational/outreach activities related to engineered stone silica exposures and silicosis. Using software such as MS Access and Excel, collaborate with a multidisciplinary team to receive, evaluate, and verify data from multiple sources, including the California Reportable Disease Information Exchange (CalREDIE), the Reportable Diseases and Knowledge Management System, individual reporters such as health care providers, and hospital data from the Department of Health Care Access and Information. Evaluate and analyze data obtained through medical record retrieval and review. Implement research projects using surveillance data, including developing dashboards and identifying trends and patterns in silicosis cases. Support the RSSI Epidemiologist by independently conducting data cleaning, validation, and quality control; generating performance reports; and identifying ongoing information needs using research skills. Generate, review, and verify data on engineered stone countertop operations statewide to create and maintain an accurate inventory.
- 30% Contributes to monitoring systems and procedures to improve efficiencies in collecting and processing public health surveillance data for silicosis. Collaborates with staff in OHTU and the Occupational Health Branch (OHB) to identify needs and implement solutions. Utilizes software tools such as Teams and SharePoint to organize and share data and results internally with OHB programs and to help prepare summaries for external audiences, including workers, employers, the public, and agencies such as Cal/OSHA. Assists the OHTU Health Program Specialist in developing outreach and education strategies informed by surveillance data and results. Supports OHTU staff in coordinating with other internal and external programs, including other OHB Sections and the Department of Industrial Relations, to advance statewide silicosis prevention efforts. Makes recommendations to assist the RSS I and OHTU Chief in developing

and implementing improvements to data systems used for public health surveillance and identification of countertop fabrication operations.

25% Assists with reviewing scientific literature and contributes to program outputs. Supports fulfillment of mandates established by legislation and regulations related to silicosis prevention. Maintains professional competence by participating in continuing education activities.

Marginal Functions (including percentage of time)

5% Advances and operationalizes health equity by ensuring its intentional integration into relevant projects, actively engaging in racial and health equity initiatives, and contributing to a culture of inclusion and belonging within CHC. Perform other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JJ

Date: 8/18/26

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-5729-700
Classification: Research Data Analyst I	Tenure/Time Base: Permanent/Full Time
Working Title: Silicosis Data Specialist	Work Location: 850 Marina Parkway, P-3, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Occupational Health Tracking Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

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

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by assisting with data collection and processing to inform the prevention of silicosis from exposures associated with engineered stone countertop fabrication. Under the direct supervision of the Research Scientist Supervisor I, the Research Data Analyst I (RDAI) supports the Occupational Health Tracking Unit (OHTU) by contributing to collection and quality control of public health surveillance data, as well as data on engineered stone fabrication operations. The RDA I assists with gathering, compiling, and verifying structured and unstructured data on silica exposures and countertop fabrication operations. RDAI perform basic research, data gathering, scheduled report maintenance, and statistical work

across a range of subject matters, utilizing structured and unstructured data from existing reports and resources for statewide business improvement. The RDA I also contributes to maintaining and processing data within the silicosis surveillance system and supports the production of analytical results used to guide the development of public health guidelines and prevention strategies.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: in-state travel up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Perform basic research and data gathering to support OHTU's strategic planning, public health surveillance activities, public health investigations, and educational and outreach efforts related to engineered stone silica exposures and silicosis. Using software such as MS Access and Excel, receives, enters, and verifies structured and unstructured data from multiple sources, including the California Reportable Disease Information Exchange, the Reportable Diseases and Knowledge Management System, health care providers and other reporters, and hospital data from the Department of Health Care Access and Information. Assists in collecting and coding additional data through the retrieval and review of medical records. Supports the RSSI in data entry and data cleaning, including information derived from medical records. Contributes to the verification of data on engineered stone countertop operations statewide using established techniques and methodologies to determine whether businesses remain operational for statewide business improvement.
- 30% Contributes to efforts using established techniques, systems, and procedures to improve the collection and processing of public health surveillance data for silicosis. Collaborates with staff in OHTU and the Occupational Health Branch (OHB) to follow existing protocols for data entry and processing and to identify opportunities for improvements or efficiencies. Utilizes a variety of software programs, including Teams and SharePoint, to help organize and share data and results internally and to contribute to summaries for stakeholders such as workers, employers, industry groups, and the public. Assists the OHTU Health Program Specialist as needed in incorporating data generated by OHTU staff into the development of outreach and education strategies. Supports other OHTU staff in coordinating with internal and external programs, including other OHB sections and Cal/OSHA, to advance silicosis prevention efforts.
- 25% Assists with tracking reviews of scientific literature conducted by other OHTU staff that contribute to program outputs. Supports fulfillment of legislative and regulatory mandates related to silicosis prevention by ensuring that data entered into the surveillance system are accurate and complete, and by meeting data-sharing requirements with Cal/OSHA as outlined in the OHTU protocol. Maintains professional competence by participating in continuing

education activities.

Marginal Functions (including percentage of time)

5% Advances and operationalizes health equity by intentionally integrating equity principles into relevant projects, actively engaging in racial and health equity initiatives, and contributing to a culture of inclusion and belonging within CHC. Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JJ

Date: 8/18/26