

DUTY STATEMENT

Employee Name:	Position Number: 580-480-5758-901
Classification: Research Data Specialist II	Tenure/Time Base: Limited Term/Full-Time
Working Title: Data Analyst Lead	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Public Health Reporting InforMation Exchange Branch/CalREDIE Surveillance Section/Electronic Case Reporting 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 optimizing data and technology by improving collection and reporting of data through the surveillance system administered by the Public Health Reporting InforMation Exchange (PRIME) Branch.

The Research Data Specialist II (RDS II) is responsible for independently managing the data quality and onboarding strategies for the California Reportable Disease Information Exchange (CalREDIE) Electronic Case Reporting (eCR) Program. The incumbent develops and administers processes, trains, and oversees junior staff, and implements, maintains and updates data quality assessment

and coordination activities with a high degree of autonomy. The RDS II develops Standard Operating Procedures (SOPs) for eCR data quality assessment and quality control (QA/QC) processes and works closely with vendors, implementers, and Information Technology (IT) Teams to address systemic data issues or coordinate corrective actions.

The position also develops and implements procedures and protocols for outreach, recruitment, and onboarding of healthcare organizations and vendors to support uni-directional and bi-directional electronic interfaces between Electronic Health Records (EHRs) and CalREDIE eCR. The incumbent collaborates with technical staff in healthcare, public health, Health Information Exchange (HIE), and vendor/EHR settings to validate and verify interface accuracy and ensure successful integration of new reporting partners.

The incumbent works under the general direction of the Research Scientist Supervisor I of the Electronic Case Reporting Unit (ECRU).

Special Requirements

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

Essential Functions (including percentage of time)

40% Leads and coordinates the work efforts of reporting analysts to review incoming electronic initial case reports (eICRs), data extracts, dashboards, and portals to identify and verify reporting exceptions. Implements and develops standard processes and protocols for data integration, analysis, investigation, resolution, and reporting, applying advanced analytical methods to evaluate data flow and reporting patterns. Trains, mentors, and guides junior analyst to ensure consistent analytical practices, accuracy, and adherence to standard operating procedures.

Oversees and maintains the integration of new data submitters and directs onboarding and validation activities for new reporting partners. Conducts outreach and recruitment of healthcare organizations and vendors to expand participation in eCR. Evaluates stakeholder needs to ensure appropriate data flow and interface functionality across statewide systems.

30% Leads the Quality Assurance/Quality Control (QA/QC) processes on electronically received data to maintain data integrity and reliability. Designs and refines advanced performance metrics that drive strategic decision making and anticipate emerging analytical and program needs.

Oversees and coordinates eCR implantation and integration into the state surveillance system, ensuring optimized data usability for state and local partners. Works with vendors, implementers, and IT teams to identify systemic data quality issues, develop root cause

analyses, and coordinate back-end interventions. Evaluates the effectiveness of implemented solutions, monitors performance trends over time, and recommends enhancements to support system efficiency, stability, and accuracy.

- 25% Documents and identifies issues succinctly and promptly, escalating critical issues to management to safeguard eCR data flow pathways and surveillance environments. Establishes and maintains reliable and effective communication methods with internal and external partners.

Creates and delivers data visualizations, summaries, and written and oral reports that translate complex analytical findings into actionable insights. Provides expert level consultation to stakeholders across healthcare, public health, vendor, and HIE settings. Monitors post implementation performance and evaluates results to inform future refinements.

Marginal Functions (including percentage of time)

- 5% Performs other duties as directed by the Unit Chief. In the event of an emergency activation, may be required on short notice to work irregular and overtime hours during disaster operations to support efforts.

☐ 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: JC

Date: 08/05/26