

DUTY STATEMENT

Employee Name:	Position Number: 580-222-5734-005
Classification: Research Data Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Supervisor, Data Reporting Unit	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/Unit: Research and Analytics Branch Data Analytics Section Data 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 managing all functions and meeting all objectives as the Chief of the Data Reporting Unit (DRU).

The Research Data Supervisor I (RD Sup I) develops goals, plans, organizes, and prioritizes work assignments. The incumbent monitors the accuracy, timeliness and quality of work performed by staff. The incumbent will perform work in, and maintain knowledge of, various software applications including ArcGIS, Excel, R, SAS, and SQL.

The incumbent works under the general direction of the Research Data Supervisor II, Supervisor

of the Data Analytics Section.

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)

- 30% Supervises, directs, assigns work, plans, organizes, reviews, and monitors the activities and assignments of the DRU staff in the performance of research, statistical analyses, data development, tabular data application preparation, report writing, technical consultation, web development, and interactions with other programs, state, local communities, and the public. Develops goals and/or objectives, prioritizes work assignments, and reviews programming code for accuracy and quality of work performed by subordinate staff. Ensures e-mail or telephone inquiries are responded to timely and accurately, including media requests and inquiries from external and internal entities. Builds and oversees the development of staff workflows to streamline data products for customers.
- 30% Oversees the development and coordination of publications in-line with current practices for data analysis. Facilitates data delivery from other programs or sources required as needed. Reviews and provides input on department agreements where vital records data is provided to internal and external requestors. Monitors CDPH changes within programs and national level programs such as Healthy People Goals, National Center for Health Statistics changes, California population trends, and current health related events or trends. Manages the production of a variety of vital records projects, web-based applications, and analytical tools.
- 25% Oversees the development and maintenance of vital records data query systems and dashboards. Establishes publication work plans, delegates specific assignments to staff, ensures data products adhere to the Agency's Data De-Identification Guidelines (DDG), and reviews all work products to ensure accuracy before publication.
- 10% Monitors and approves staff attendance/leave, conducts annual performance appraisals, and initiates and approves training and development plans. Develops and revises duty statements, oversees recruitment and hiring, ensures training and competency among staff, and provides guidance and direction to staff. Evaluates work performance of staff and provides available resources for continued learning.

Marginal Functions (including percentage of time)

- 5% Develops and builds skills through training and individual research. Attends trainings as necessary to improve knowledge of various types of software languages, management, and quality improvement principles, techniques, tools, and methodologies. Performs other work-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: HH

Date: 8/27/26