

DUTY STATEMENT

Employee Name:	Position Number: 580-222-5742-909
Classification: Research Data Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: System Admin Specialist	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/Unit: Research and Analytics Branch Vital Statistics Administration Section

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 independently developing and maintaining a CDPH online vital statistics data application submission system.

The Research Data Specialist I (RDS I) trains internal staff and external stakeholders on how to utilize the Vital Statistics Application (VSA) system. Provides ongoing maintenance and enhancements of the VSA system. As a subject matter expert, reviews vital statistics data applications for completion and works as a liaison with internal and external stakeholders. Ensures Americans with Disabilities Act (ADA) compliance and posts all documents on the branch internet web pages.

The incumbent works under the general direction of the Supervisor II, Supervisor of the Vital Statistics Administration 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)

- 40% System Operations and Maintenance/Ownership: Independently, and in collaboration with unit staff and vendors, enhances and maintains an online CDPH vital statistics data application submission system (CDPH VSA). Modifies and develops new data applications within the online system. Collaborates with internal and external stakeholders to determine an effective design to ensure efficiency. Enhances and maintains the SQL database structures that support the online CDPH VSA including developing, modifying, and optimizing queries, stored procedures, and data pipelines to ensure data integrity and system performance. Troubleshoots database issues, performs routine integrity checks, and implements data quality controls, identifies and resolves errors through coding and debugging. Designs process improvements and provides recommended enhancements to management. Deploys database updates to support new data application features, workflow changes, and reporting needs.
- 35% Application Processing and Workflow Support: Serves as a subject matter expert performing review of online vital statistics data applications to ensure approved review processes are being followed utilizing the developed tools and system functionality. Provides applicants information relating to their application submissions, the applicable data dictionaries, and compliance with statutes regarding the release of data files. Acts as the backup Branch website coordinator ensuring posted documents are ADA compliant, and posts documents to the public facing Research and Analytics Branch (RAB) web pages. Creates necessary reports for management for workflow monitoring of the application process within the CDPH VSA system. Develops online system training materials and trains all users on the system functionality.
- 15% Metrics, Process Improvements, and Automation: Participates in data workgroup activities to discuss data management and recommend solutions to complex data quality issues and institute procedural changes, when appropriate. Collaborates with other internal Branch units to plan, coordinate, and automate process activities. Independently utilizes computer programs and software (e.g., SAS, R, SQL, Python, and Databricks) to extract and create performance metrics on the system and review process, as well as analytical tracking capabilities across data requestors. Develops and maintains desktop procedures for automated processes to be utilized by Unit staff. Trains internal staff to utilize the automated tools. Serves as a liaison with internal and external stakeholders regarding the data variables necessary to create custom data files. Works with internal stakeholders regarding the reconciliation of contract data deliverables.

- 5% Committee Support and Data Product Closeout: Gathers final data products from requestors. Acts as a backup facilitator for the Vital Statistics Advisory Committee (VSAC) meetings.

Marginal Functions (including percentage of time)

- 5% Develops and builds skills through training and individual research. Attends training, as necessary, to improve knowledge of online applications that can be leveraged by the Branch, various types of Software languages, and Quality Improvement principles, techniques, tools, and methodologies. Performs other work-related duties as assigned.

☐ 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: 9/2/26