

DUTY STATEMENT

Employee Name:	Position Number: 580-811-5742-901
Classification: Research Data Specialist I	Tenure/Time Base: Limited-Term/Part-Time
Working Title: Research Data Specialist	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Data and Analytics Division	Branch/Section/Unit: CHCQ Informatics Branch/Licensing & Certification Analytics 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 functioning as a specialist beyond the journey person level, performing the most difficult analytical and administrative assignments necessary to accomplish the Center for Health Care Quality (CHCQ) goals and objectives. The RDS I for Licensing & Certification Analytics Section independently designs, organizes, and conducts complicated and wide ranges of research analysis of CHCQ facility healthcare databases designed to monitor program mandates, support data integrity/quality improvement initiatives, and analyze healthcare services/quality of care in California. The RDS I develops quality improvement and statistical measures, benchmarks, and reports for dissemination to staff, stakeholders, and the public using data management and analytical software such as SAS,

Structured Query Language (SQL), Python, and Microsoft (MS) Excel, in addition to visualization/reporting software such as Tableau, Power BI and/or SQL Server Reporting Services (SSRS). The incumbent analyzes CHCQ facility healthcare databases to provide advice, assistance, and to inform management of data integrity issues using data findings for resource and resolution of multiple program-related issues.

The incumbent works under the general direction of the Research Data Supervisor I.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Utilizes statistical, database, spreadsheet, SAS and SQL software to independently extract and analyze program performance and achievement of legislative, contractual goals and objectives, and program performance. Works as a project lead to coordinate staff work necessary to develop or revise business and/or quality improvement processes, and data systems. Prepares reports and narratives of findings, recommendations, and strategies that effectively and efficiently, convey the study results or data request in a manner that is accessible to the intended audience. Presents results of complex statistical operations in tables and graphs using MS Excel, PowerPoint, and other software such as Tableau or Power BI to the public, management, and stakeholders. Validates/verifies data for correctness, completeness, and consistency with CHCQ guidelines, follow-up on data discrepancies. Coordinates the development and implementation of improvement targets and evaluation plans. Develops actionable metrics to evaluate data. Organizes and facilitates meetings related to data initiatives.
- 30% Independently designs and conducts research and analyses using the State of California Electronic Licensing Management System (ELMS), Survey Processing Environment (ASPEN) system and other licensing and certification data in response to data requests (including Public Record Act requests, legislative reports, legislative bill analyses) and research studies from internal and external requestors such as the federal Centers for Medicare and Medicaid Services (CMS), other departments under the California Health and Human Services Agency (CHHS), the Department of Justice, the State Legislature. Shares analytic files via web-based reporting platforms or the CHHS Open Data portal. Act as a subject matter expert on licensing and certification facility data.
- 20% Develops training to CHCQ and district office staff on data submission standards, gathering complete and accurate data, quality improvement practices, and the use of data to manage workflow and monitor the performance of healthcare facilities and related entities, through meetings, site visits, and tele-/videoconference consultations.

- 5% Participates in training, advisory and policy committees as directed. Attends federal and state training programs, in-services, and continuing education courses necessary to maintain program knowledge and technical skills.

Marginal Functions (including percentage of time)

- 5% Perform 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: DS

Date: 9/9/26