

DUTY STATEMENT

Employee Name:	Position Number: 580-151-1402-909
Classification: Information Technology Specialist I	Tenure/Time Base: Permanent/Full Time
Working Title: Data Interface Analyst	Work Location: Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Chronic Disease Informatics 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 creating customer focused solutions that are responsive and agile; supporting modern infrastructure, tools, architecture, and standards; to effectively provide efficient services following service level agreements. The Information Technology Services Division (ITSD) leverages data and technology to create sustainability across CDPH by creating efficient solutions that meet customer expectations and reduce waste. As well as creating innovative solutions, strengthening partnerships and collaborations, and embracing technology.

Under direction of the Information Technology Manager (ITM) I, Chief, Chronic Disease/Cancer Registry Section, the Information Technology Specialist I (ITS) I supports the Chronic Disease

Surveillance and Research Branch (CDSRB) and the California Cancer Registry (CCR) by being responsible for the design, development, implementation, monitoring, and support of electronic interfaces that facilitate the secure exchange of clinical, operational, and public health data between healthcare information systems and the CCR. The ITS I serves as a key contributor to interoperability initiatives related to data modernization; ensuring accurate, timely, and compliant data exchange among electronic health records (EHRs), laboratories, public health agencies, health information exchanges (HIEs), and other healthcare partners.

The ITS I collaborates with clinical, technical, and operational stakeholders to analyze requirements, develop interface specifications, troubleshoot data exchange issues, and support enterprise interoperability strategies.

The ITS I performs duties within the Client Services, System Engineering, Business Technology Management, and Information Technology Project Management domains.

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)

25% Performs studies and research analysis related to technology projects; provides IT consultation in support of business programs; coordinates and consult with users, administrators, and engineers to identify business and technical requirements; develops and sustains cooperative working relationships with project stakeholders; identifies infrastructure system requirements and recommends technology standards and methods to support organizational needs. Conducts research and performs analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoots, tracks, and conducts root-cause analysis of system/database/operational issues. Acts in a leadership role and demonstrates technical versatility for lower-level staff aligning with technological modernization strategies in support of CDPH programs.

25% **Interface Development and Support**

Designs, develops, implements, and maintains healthcare data interfaces between internal and external systems. Configures, tests, deploys, and monitors interfaces utilizing HL7 v2.x, FHIR, X12, CDA, CCD, and other healthcare interoperability standards. Develops data mappings, transformations, routing rules, and validation processes. Perform interface testing, quality assurance, and validation activities. Monitors interface performance and proactively identify and resolve issues. Manages interface change requests, upgrades, and enhancements.

20% Incident Management and Trouble Shooting

Investigates interface failures, data discrepancies, and transmission issues. Performs root cause analysis and implement corrective actions. Coordinates resolution activities with vendors, trading partners, and internal teams. Maintains documentation of incidents, resolutions, and interface configurations.

15% Interoperability and Data Exchange

Supports interoperability initiatives involving EHR systems, laboratories, public health agencies, and health information exchanges. Analyzes data exchange requirements and creates technical specifications. Ensures compliance with applicable interoperability regulations and standards.

10% Documentation and Governance

Creates and maintains interface specifications, data mapping documents, workflow diagrams, and operational procedures. Maintains interface inventories and system documentation. Participates in data governance, security, privacy, and compliance initiatives. Supports audit and regulatory reporting activities.

Marginal Functions (including percentage of time)
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5% Performs other job-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: D.S.

Date: 9/15/26