

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: Research Data Analyst I	Branch/Division/Bureau: Climate & Sustainability / Data Analytics and Reporting Division
Working Title: Research Data Analyst I	Office/Unit/Section/Geographic Location: Data Analytics and Reporting Unit / Los Angeles
Position Number (13 Digit): 413-318-5729-013	Conflict of Interest Position: ☒ NO ☐ YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under supervision of the Supervisor II, and direction of the Project Manager, the Research Data Analyst I (RDA I), will perform all basic and entry-level functions related to research projects. The incumbent will perform with a high degree of accuracy and attention to detail, work as a team member in gathering and validating statistics for data collection studies as they relate to particular insurance needs or mandated by code, developing follow-up procedures for these studies/projects, and providing management with status reports. Learn all related software and analytical tools used by the Data Analytics and Reporting (DAR), which include Oracle SQL, MS-Access, Word, PowerPoint, and Excel. Use multi-tasking techniques, problem solving skills, communication skills, strong organization/planning techniques in a highly complex environment requiring his/her attention on several concurrent projects with multiple deadlines and the flexibility to respond to changing priorities in a professional manner.

Occasional travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

ESSENTIAL FUNCTIONS:

- 35% Gathers, reviews, and analyzes data submitted by insurers and other sources. Communicates with insurers or other sources on data validation issues related to a research project. Maintains well documented notes and records of communications, assigned tasks and status of assignments. Analyzes data and produces reports using all related software and analytical tools used by DAR.
- 35% Produces a wide array of statistical reports and tables for validation purposes or management needs.
- 15% Participates in discussions on the improvement of systems analysis and design, programming, testing and installing data collection or other automated management systems. Reviews existing systems and assists in the development of new and improved methods of performing work.

MARGINAL FUNCTIONS:

- 5% Maintains adequate backup and documentation for each project or examination.
- 5% Stays abreast of insurance related courses, information technology journals, other related professional literature and attends training courses.
- 5% Assist with other job-related functions as assigned.

WORK ENVIRONMENT OR PHYSICAL ABILITIES:

- Incumbent must be able to work in a high-rise office building.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature Date

Printed Name