DUTY STATEMENT

Employee Name:	Position Number: 580-480-5758-901
Classification: Research Data Specialist II	Tenure/Time Base: Limited Term/Full-Time
Working Title: Information System Analyst	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Public Health Reporting Information Exchange Branch/Surveillance Section/Electronic Case 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 optimizing data and technology by improving collection and reporting of data through the surveillance system administered by the Public Health Reporting Information Exchange (PRIME) Branch.

The Research Data Specialist II (RDS II) performs the more complex data analysis, provides operational and technical support for bidirectional and unidirectional data exchange processes, including troubleshooting, testing, monitoring, and optimizing incoming data for public health surveillance consumption. The RDS II plans, organizes, and conducts end-to-end testing and post-

production evaluation of public health data intended for state and local surveillance efforts. The incumbent will populate, edit, and interpret structured and unstructured data, and is responsible for implementing and monitoring data reporting tools. The RDS II assesses potential impact areas, evaluates risks, and resolves complex issues affecting data integrity and program operations. This position collaborates with technical staff in healthcare and public health organizations, Health Information Exchange (HIE) entities, and vendor/EHR environments to validate and verify the accuracy and reliability of uni-directional and bi-directional data exchange interfaces.

The incumbent works under general direction of the Unit Chief of the Electronic Case Reporting (eCR) Unit.

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% **Electronic Data Submission Operations Support & Issue Resolution**
Provides subject matter expert and leadership in ensuring the accuracy, completeness, and reliability of data exchanged through electronic case reporting and statewide health information exchange (HIE) processes. Actively monitors data flows and validation checkpoints to confirm that information is being transmitted, received, and processed as expected. Identifies and evaluates data issues, coordinating with internal teams, vendors, and partners to investigate root causes and resolve problems that may affect data quality or reporting timeliness. Strengthens data integrity by testing and implementing improvements, refining validation steps, and enhancing workflows to prevent errors and ensure consistent, relevant data. Supports departmental goals by ensuring that all data collection, verification, and reporting activities meet standards for high-quality, timely public health information.

30% **Integration Planning, Evaluation & Security Review**
Leads and contributes to planning, evaluation, and decision-support activities for new or enhanced data flow processes. Conducts independent assessment of project needs, solution options, system dependencies, and potential impacts on statewide data-exchange infrastructure. Performs risk assessments that consider data sensitivity, workflow and system dependencies, and potential vulnerabilities. Oversees and supports functional testing, and validating data routing, transformations, and end to end data integrity. Identifies potential security, privacy, or compliance issues and escalates finding in accordance with CDPH policies and information security standards.

25% **Communications and Processes Building**
Collaborates with analysts, project teams, program leads, and cross-functional groups to evaluate and improve data exchange and data consumption processes across the department

and partner agencies. Develops clear, concise documentation of system behaviors, workflow processes, interface specifications, troubleshooting steps, and operational procedures. Provides expert-level recommendations to management and program leadership on interface performance trends, system reliability, mitigation strategies, and emerging risks. Leads or facilitates collaborative problem-solving across multi-agency teams, vendors, and public health partners. Communicates technical concepts effectively in meetings, presentations, and written correspondence to support shared understanding and alignment among stakeholders.

Marginal Functions (including percentage of time)

5% Performs other duties as needed. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

☐ 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: A Vang
Date: NOV 2026