DUTY STATEMENT

Employee Name:	Position Number: 580-480-5734-909
Classification: Research Data Supervisor I	Tenure/Time Base: Permanent/Full-time
Working Title: Data Management Supervisor	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: S01	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/Lab Reporting Unit/Data Management Team

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 maintaining the integrity of surveillance and epidemiologic data used for public health investigation in the State of California.

The Research Data Supervisor I (RDSup I) supervises data analysts, data specialists, and contract staff in the Lab Reporting Unit (LRU) who ensure that laboratories and healthcare organizations report notifiable conditions to public health in a timely and complete manner, work with the SaPHIRE vendor to implement and validate system improvements; and monitor and investigate data quality issues. To

support these efforts, LRU staff participate in a diverse array of data-related activities in support of the Public Health Reporting Information Exchange (PRIME) Branch, including, but not limited to, independently collecting, managing, and analyzing electronic lab reporting (ELR) data from various data warehouses; evaluating Health Level Seven (HL7) messages; assisting with interface configuration; presenting findings; and communicating with laboratories, local health jurisdictions, CDPH disease program teams, and vendor partners, as needed, to resolve identified issues.

The RDSup I works with Unit, Section, and Branch Chiefs to prioritize and carry out projects; supports analysts with daily tasks, special projects and ad hoc research activities; and presents deliverables within the Branch and to internal and external stakeholders. The RDSup I provides leadership, general guidance, and day-to-day direction to staff and participates in operational activities to achieve unit goals and objectives.

The RDSup I manages validation testing of system changes, data quality monitoring activities, and investigations involving laboratory reporting issues, and assigns projects to analysts. The position is also expected to apply advanced analytical skills when conducting research, reporting, and other data-related projects for the unit. The incumbent must possess excellent communication, organizational, and planning skills, as well as familiarity with database concepts, public health informatics and Structured Query Language (SQL), to support the successful completion of these efforts.

The incumbent works under the general direction of the Research Data Manager (RDM), Chief of the Laboratory Reporting Unit (LRU)within the Surveillance Section (SS).

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)

35% Provides supervision, leadership, and guidance to a team of data analysts, data specialists, and contract staff in the Lab Reporting Unit (LRU). Responsible for managing, motivating, and supporting staff on a daily basis. Supervises the work efforts and routine activities of team members and contributes to complex activities involving the review of incoming lab reports, system extracts, dashboards, and data warehouse tables to identify reporting exceptions. Promotes staff development through coaching, mentoring, and professional growth opportunities, fostering a culture of innovation, accountability, and continuous learning. Monitors staff performance and progress through ongoing feedback and formal performance evaluations.

30% Provides direct oversight of existing operations and develops novel or ad hoc processes and protocols for the analysis, investigation, resolution, and reporting of exceptions in response to

CDPH program needs. Oversees and manages processes for identifying new data submitters and gaps in laboratory reporting. Supervises data analysts, data specialists, and contract staff responsible for data management activities, including validation testing of system changes and data quality monitoring and investigation. Addresses complex issues and stakeholder interactions and provides direction on special projects and advanced research activities, as needed. Oversees and coordinates the manual adjudication of records received with incomplete information to ensure the timely availability of data to local public health partners. Ensures standard operating procedures are developed, maintained, and followed for routine activities. Documents and communicates identified issues clearly and in a timely manner, escalating concerns that affect test and/or case counts, or other significant issues, to Unit, Section, and Branch leadership.

30% Engages and collaborates with stakeholders across CDPH, including internal and external partners, to align expectations, ensure transparency, and deliver solutions that address the needs of the Unit, Section, and Branch. Coordinates with CDPH programs within the Center for Infectious Diseases (CID) and serves as a subject matter expert and resource on electronic laboratory reporting and data quality improvement opportunities. Provides guidance and support to stakeholders regarding reporting processes, data quality concerns, and operational issues that affect laboratory reporting.

Regions

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa – 850 Marina Bay Parkway Richmond, CA 94804
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1616 Capitol Avenue Sacramento, CA 95814
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	

Marginal Functions (including percentage of time)

5% Performs other duties as directed by the Lab Reporting Unit Chief. 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: JC
Date: 11/05/26