DUTY STATEMENT

Employee Name:	Position Number: **580-480-5734-901**
Classification: Research Data Supervisor I	Tenure/Time Base: Limited Term/Full-time
Working Title: Lab Reporting 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/Operations and Submitter Support 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 for public health investigation in the State of California.

The Research Data Supervisor I (RD Sup I) supervises a team of data analysts and specialists in the Lab Reporting Unit (LRU), providing direction, training, and oversight to ensure laboratories report notifiable conditions accurately and on time. The RD Sup I oversees established data quality

workflows, including onboarding new data submitters, coordinating validation testing, and reviewing reporting exceptions. The role also includes preparing unit-level reports, communicating operational findings to leadership, and supporting analysts with daily assignments and special projects.

The position is also expected to employ advanced skills when conducting other research, reporting and data-related projects for the unit and requires the incumbent to have excellent communication, organization, and planning skills, familiarity with HL7 standards, database concepts and informatics to support the success of these efforts, including knowledge of SQL.

The incumbent works under the general direction of the Research Data Manager, 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 and general guidance to a team of data analysts and specialists in the Lab Reporting Unit (LRU). Plans, organizes, and assigns daily tasks; monitors workload and productivity; and evaluates staff performance through coaching, feedback, and formal reporting. Manages the review of incoming lab reports, system extracts, dashboards, and data warehouse tables to identify reporting exceptions and ensures staff follow established procedures when performing validation and quality checks. Promotes staff development by supporting training opportunities, providing coaching and mentoring, and fostering a culture of innovation, accountability and continuous learning.

30% Provides direct oversight of established operational workflows to support the analysis, investigation, resolution, and reporting of exceptions in response to CDPH needs. Oversees processes for identifying new data submitters and gaps in laboratory reporting. Supervises the team responsible for onboarding data submitters, ensuring that validation testing and data quality outreach efforts follow approved standards and established procedures. Handles more complex situations and interactions and undertakes advanced research on special projects as needed. Oversees and coordinates the process of manual adjudication of records received with incomplete information to ensure timely availability to local public health partners. Maintains and updates standard operating procedures (SOPs) to reflect current processes and expectations. Documents and communicates identified issues succinctly and in a timely fashion, escalating concerns to Unit, Section and Branch leadership when they may affect test and/or case counts or other relevant concerns.

30% Engages and collaborates with stakeholders across CDPH to communicate reporting issues, support program needs, and ensure transparency in data quality activities. Provides

operational context and data findings to Unit, Section and Branch leadership, and supports problem solving across teams within the Center for Infectious Diseases (CID). Coordinates with CDPH programs to align data quality expectations and resolve reporting issues. Serves as knowledgeable resource for electronic laboratory reporting and data quality improvement opportunities.

Region	Counties	Available Headquarter Locations
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 IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1616 Capitol Avenue Sacramento, CA 95814

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: 11/13/26