DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Research, Evaluation and Data Insights			
Position No / Agency-Unit-Class-Serial 461-535-5731-709	**Unit** Data Monitoring & Statistics			
Class Title Research Data Analyst II	**Location** Sacramento			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:** 2	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under general supervision of the Research Data Supervisor II in the Research, Evaluation and Data Insights Division (REDI), the Research Data Analyst II will research and perform complex data and statistical analysis on a wide range of treatment facility areas, including, but not limited to, patient referral data, pending placement trends, patient admission and discharge data, patient length of stay, patient demographics, and facility bed capacity/utilization reporting. The incumbent will collect, compile, analyze, and interpret qualitative and quantitative data; identify trends and anomalies; research and summarize findings with narrative and summary tables; validate data inputs and point potential adjustments; prepare and present technical reports to management. The research and data collection functions of this unit are used to provide regular reporting of program data to support Department objectives and proposals, formulate data driven responses to external entities, and to assist in special projects within the Division and Department. All research projects require regular collaboration and coordination with Sacramento-based staff, facility-based staff, county partners, and external stakeholders.
This function requires advanced use of Microsoft Excel, Power Query, Power Pivot, Visio, Word, Outlook, Teams, and Word. This function also has a potential need for the use of additional software meant to store, extract, analyze, and visualize data. This software may include SQL, SAS, Tableau and Power BI.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.**
40%	**Data Management & Analysis** Perform complex data and statistical analysis and conduct research on various elements of Department of State Hospitals (DSH) System Data and Incompetent to Stand Trial (IST) Program Data operations. Areas of data management and reporting may include: <u>Pending Admissions</u>: Utilize Patient Reservation Transfer System (PaRTS) and Admission Discharge Transfer System (ADT) to look up patient records, complete data verification and validation, and conduct research regarding data anomalies. Complete weekly tracking of new referrals and develop weekly Pending Admission Reports. Research and respond to data needs related to 24-04392 DSH referrals. Prepare Waitlist Analysis reports. Collaborate with subject matter

	experts (SMEs) regarding data for forecasting. Patient Population Data: Research various issues and requests related to the DSH patient population. Address impacts to the admission process and the pending placement list. Develop data reports and respond to internal and external inquiries related to data reporting. Report on admission and discharge data, length of stay data, average daily census data, involuntary medication data, holdover data, hearing-related data, and bed capacity data. Complete census related reports. Develop reports on patient demographics and diagnosis. Respond to ad-hoc data requests regarding the DSH patient population. Collaborate with internal partners and contractors including State Hospitals (SH), Community Forensic Partnership Division (CFPD), Conditional Release Program (CONREP), Jail-Based Competency Treatment Programs (JBCT), Admission, Evaluation, & Stabilization Center (AES), Community-Based Restoration (CBR) Programs, Diversion (DIV) Programs, Early Access & Stabilization Services (EASS), Community Inpatient Facility (CIF) Programs, and branches within the REDI division. Patient Profiles: Compile annual Patient Profiles as part of the Budget Estimate process for each program (SH, CONREP, JBCT/AES, CBR, DIV, EASS, CIF). Reports include data reported by commitment type with demographics for the following metrics: admissions, discharges, average daily census, total patients served, average length of stay, and patient days. Write summary findings that identify pertinent trends within the data. Input and extract data from databases, templates, spreadsheets, and other data sources to produce accurate reports; coordinate efforts to rectify data discrepancies. Conduct research and data analytics; utilize statistical software to merge multiple datasets and formulate data for analysis. Conduct regular data reconciliation, queries, and data cleaning to ensure data quality maintenance. Conduct qualitative and quantitative analysis. Database: Participate in database enhancement projects impacting IST program data. Reports on the impact of changes to IST data collection tools. Participate in meetings (in-person, video/web conferencing, etc.) with TSD, CFPD, JBCT/AES program staff, Legal Services, management, staff, and contractors. Work with stakeholders, write and speak effectively, and explain issues in an effective manner; a strong customer service ethic; and the ability to handle multiple tasks, projects, and priorities simultaneously. Utilize other data systems and deliverables for data lookups, verification, validation and to conduct research regarding data anomalies, etc.
35%	**Data Program Support & Evaluation** Prepare technical responses to questions from the public, oversight entities and legislative staff. Coordinate with data and technology groups within the

	department to troubleshoot and discuss data reporting issues. Participate in workgroups to discuss data needs and current patterns and trends. Research and track patients as they move through the DSH continuum of care. Develop analyses related to program efficiency and demographics regarding successful outcomes. Lead research projects concerning proposed sites for future programs and anticipated efficacy, turn rates, and bed utilization. Identify potential gaps or areas to streamline current practices and initiate solutions. Utilize statistical software and live dashboards to develop, refine and assess metrics. All duties include working closely with hospital and program staff, as well as other Sacramento-based staff, to understand the interworking of each facility related to areas of research, coordination and collection of information and data from facility staff and/or other units within the department. Duties further include thorough analysis of all collected data (quantitative and qualitative) and the documentation of findings and observations, and the write-up of next steps. Formal reports will be developed and include diagrams and charts to appropriately display research findings and outcomes.
25%	Work with Technology Services Division (TSD), Enterprise Data Services, and various branches within the REDI Division to collaborate on complex data inquiries, innovate solutions for data integration, database development, and troubleshoot data limitations and/or data compilations. This includes but is not limited to ongoing maintenance of PaRTS and IMO applications, collaboration on the development and implementation of the BEDs system, and collaboration on any subsequent systems developed for data reporting. Participate in meetings (in-person, video/web conferencing, etc.) with Hospitals, CFPD, CONREP/JBCT/AES/CBR/DIV/EASS/CIF program staff, Legal Services Division, TSD, and other entities as needed. Partner with technical and nontechnical colleagues to understand data. Maintain data dictionaries for governed data. Define methods for measuring and monitoring data quality. Identify and analyze root causes of data quality issues.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. The Department of State Hospitals provides support services to facilities operated within the Department and to programs operated by external contractors. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch.1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.

This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice.

Independence of action and the ability to manage time and multiple priorities is required. Minimal travel (5%) may be required. This position will require a background check via Cal DOJ Live Scan to fulfill the responsibilities of the job.

Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom and other virtual platforms is required.

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 Office of Human Rights).

_____ _____

Employee's Signature Date

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

_____ _____

Supervisor's Signature Date