DUTY STATEMENT

Employee Name:	Position Number: 580-320-5758-909
Classification: Research Data Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Operational Reporting & Data Systems Specialist	Work Location: 1631 Alhambra Blvd., Suite 200 Sacramento, CA 95816
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Surveillance and Research Branch / Chronic Disease Operations and Coalitions Program/ Chronic Disease Operations Section

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 and modernizing statewide California Cancer Registry (CCR) data pipelines, developing operational reporting products, and preparing analytic summaries that strengthen cancer surveillance and program decision making.

The incumbent works under general supervision of the Supervisor II, Section Manager, Chronic Disease Operations Section, Chronic Disease Surveillance and Research Branch (CDSRB). The

Research Data Specialist II (RDS II) leads the development of high-quality operational reporting products that translate complex cancer surveillance data into actionable insights, while also designing and optimizing the data systems that support these analytics. Serving as a bridge between program operations, technical teams, and external registry partners, the position develops dashboards, reporting tools, workflow monitoring metrics, and analytic outputs supporting statewide timeliness, completeness, and data-quality requirements.

The RDS II is responsible for the CCR's enterprise data warehouse and business intelligence environment, including data architecture, modeling, and ETL/ELT workflows, ensuring reliable and operationally meaningful data for federal reporting and internal monitoring. Through collaboration with CDPH IT, data warehouse, BI partners, and CCR stakeholders, the position interprets data, evaluates performance, and produces information products that guide cancer surveillance activities and strengthen data-driven decision making.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Light travel, less than 5%. May be in or out of state with possible overnight stays.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Report and dashboard development. Develop, update, and validate automated reporting scripts; design and maintain operational dashboards by incorporating new fields, adjusting logic, refreshing visualizations, and publishing revised versions. Investigate report feasibility and functionality in CCR's federal data management system to support national report development. Lead review of functional requirements and subsequent implementation of system enhancements to support business intelligence development. Maintain high-volume production reporting environments, including dozens of recurring internal and external reports in legacy platforms such as Microsoft Reporting Services and Crystal Reports. Gather and translate user requirements into report solution designs; code, test, and implement reporting and analytic solutions; troubleshoot and resolve issues in existing custom reports; and develop clear end-user and technical documentation. Reports include, but are not limited to reporting entity quality control, operational workflows, and automation of tasks in CCR's data management system.

20% Data pipeline maintenance and data modeling. Design, develop, optimize, and maintain ETL/ELT pipelines by diagnosing failures in data ingestion and transformation processes, coordinating refresh cycles with IT partners, and implementing schema and data-model updates in the CCR data warehouse. Design the conceptual, logical, and physical data models required to support dashboard solutions; enhance the data-warehouse infrastructure across development, testing, and implementation cycles in partnership with stakeholders; and evaluate, test, and optimize data-warehouse and business-intelligence software and related platform components.

15% Subject matter expert on CCR production data workflows. Lead monitoring of statewide workflow metrics, including investigation of anomalies and preparation of analytic summaries. Provide ad hoc metrics as needed for state leadership, operational decision-making, and Centers for Disease Control and Prevention (CDC) grant funding of the CCR program.

10% Modernization and cloud migration. Support modernization and cloud-migration initiatives by participating in platform testing, evaluating new pipelines, and validating data integrity during transition phases. Document testing protocols, data-quality procedures, and governance guidelines.

10% Documentation and technical support. Develop and maintain data dictionaries and business-rule documentation; triage technical inquiries; reproduce and resolve data or reporting issues.

10% Cross-Functional and stakeholder coordination. Provide highly specialized and complex technical assistance to stakeholders and CCR contractors/grantees to develop and meet statewide metric needs. Lead and participate in meetings with stakeholders, CCR contractors/grantees, IT, EDW, and BI partners. Maintain successful relationships with key stakeholders within the Department, CCR, and statewide and national organizations, including the National Program of Cancer Registries, North American Association of Central Cancer Registries, and National Cancer Institute.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ 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: WS
Date: OCT 2026