DUTY STATEMENT

Employee Name:	Position Number: **580-820-5742-003**
Classification: Research Data Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Fiscal Research Specialist	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality / Office of Internal Operations	Branch/Section/Unit: Fiscal Services Branch / Fiscal Monitoring Section / Fiscal Resolution 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 performing essential validations for the accuracy of structured and unstructured data being reported to assist in resolving healthcare facility licensing fee delinquencies; identifying relationships and trends in order to forecast potential risk of delinquencies by reviewing, gathering, developing, implementing, and monitoring systems and procedures. This specialized position is essential to fulfilling CDPH's statutory obligations under the Licensing and Certification Program, ensuring accurate oversight of delinquent annual renewal fees, timely enforcement, and coordinated actions leading to payment or license revocation of healthcare facilities. The incumbent will recognize improvement opportunities by monitoring and analyzing complex statistical data to support change in

State programs or systems.

The incumbent works under the general direction of the Supervisor I, Fiscal Resolution 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% Recognizing improvement opportunities by designing, testing, and implementing data solutions to strengthen program accuracy and capacity. Gathering, validating and developing reports using structured and unstructured data, which can include a variety of data from varied sources. Providing expert recommendations for Electronic Licensing Management System (ELMS) improvements, including support for bulk data pulls, automated alerts, delinquency flags, revocation indicators, and workflow enhancements.

40% Ensuring data integrity across systems which enables consistent reporting required for budget planning, fee methodology assessments, and workload analysis. Utilizing tools to collaborate and communicate within the unit and to manage shared responsibilities. Using raw and collected data identifies trends and relationships in order to forecast potential delinquency risks. Providing actionable information to establish a sustainable infrastructure for delinquency monitoring, improving coordination with CHCQ and DHCS partners, and supporting evidence-based decision-making within the Fiscal Services Branch.

15% Assisting in the design and implementation of Licensing Fee collection procedures for health care facilities, as mandated by State legislation, regulations, and internal policies. Navigating information provided in ELMS and working with both internal and external stakeholders to resolve data issues related to licensing fee collections. Creating structured SharePoint libraries and automated workflows to improve document management, standardize tracking, and streamline communication across various units.

Marginal Functions (including percentage of time)

5% Assists with other work-related duties as needed.

☐ I certify this duty statement represents an accurate description of the essential functions

☐ I have read and understand the duties and requirements listed above and am able to

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

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: DS
Date: 11/20/2026