DUTY STATEMENT

Employee Name: **Vacant**	Position Number: **580-530-5731-909**
Classification: Research Data Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: Surveillance Data Analyst	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Program and Policy Branch / California Birth Defects Monitoring Program 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 in the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources' Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by reducing the emotional and financial burden of disability and death caused by genetic and congenital disorders by supporting routine surveillance, reporting and investigation of birth defects in California.

The incumbent works under the general supervision of the Research Scientist Supervisor I, Chief of the California Birth Defects Monitoring Program (CBDMP) Section. The Research Data Analyst II (RDA II) performs operational validation, technical evaluation, and quality assurance of electronic case reporting (eCR) data, and develops and maintains data pipelines and data warehouse structures

to support the integration of eCR and other data sources into the California Birth Defects Registry. In support of the Research Scientist Staff, the RDA II conducts data analyses, produces reports and visualizations, and supports the documentation of data dictionaries and protocols. The incumbent will work closely with other research scientists and data management, providing technical input to achieve program goals.

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% Performs operational validation and technical evaluation of electronic case reporting (eCR) data in support of the work currently conducted by the Research Scientist Staff. Utilizes SQL and R programming skills to conduct quality assurance and identify reporting exceptions on structured and unstructured elements of incoming electronic initial case report (eICR) data in accordance with national standards. Conducts analyses to identify healthcare providers and organizations not reporting in compliance with standards (e.g., LOINC and SNOMED codes, inclusion of demographic information).

30% In conjunction with Research Scientist Staff and Data Management team input, develops, builds, and implements data pipelines for eCR data, including automating data processing and performing ETL processes. Organizes and maintains the data warehouse and integrates eCR data with registry data and other sources of data. Provides technical support for the development of data dictionaries and standard operating procedures, including documentation of metadata and data pipeline processes.

15% Produces data visualizations and written and oral reports based on potentially separate data resources, including eICR data, communication from CalREDIE team, and the birth defects registry. Documents and communicates identified issues succinctly and in a timely manner; escalates issues affecting case counts, total number of reports received daily (e.g., drop in report volume, not receiving a particular birth defect condition) to management. Develops data quality assessment tools utilizing Power BI for ongoing monitoring and orients staff to the use and interpretation of dashboards.

10% Establishes and maintains reliable, efficient, and effective methods for communicating with involved partners via telephone and email. Collaborates effectively in a team environment. Attends staff meetings and provides updates, input, and ideas in CBDMP team discussions.

Marginal Functions (including percentage of time)

5% Performs other work-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: Brittany Hanson
Date: 11/24/26