

**DUTY STATEMENT**  
DSH3002 (Rev. 11/2022)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Research Evaluation & Data Insights Division (REDI)			
<b>Position No / Agency-Unit-Class-Serial</b> 461-535-5758-XXX		<b>Unit</b> Data Governance and Research			
<b>Class Title</b> Research Data Specialist II		<b>Location</b> DSH-Sacramento			
<b>Subject to Conflict of Interest</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID</b> R01	<b>Work Week Group:</b> E	<b>Pay Differential</b> N/A	<b>Other</b>
<p><b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under the general direction of the Data Governance Manager, the Research Data Specialist II (RDS II) supports the planning and implementation of DSH's Data Governance and Data Strategy initiatives, and uses expert knowledge acquired from research related to the DSH patient population and departmental operations data to prepare reports for DSH leaders that guide program design and systems development. This role serves as the subject matter expert and advisor in the realm of data governance and data policy. The incumbent will focus on leading directed and exploratory data/research projects and process improvement initiatives within the department by using the full array of department wide data assets, synthesizing research findings and insights in reports, dashboards, or presentations to derive meaningful and impactful data-drive decisions. Additionally, the incumbent will develop regular comprehensive reports, communication initiatives and will deliver presentations to both technical and non-technical audiences.</p> <p>This function requires training and experience facilitating cross departmental workgroups, project management principles, and data governance. This function also requires the incumbent to be conversant in one or more programming languages (e.g., SAS, SQL, etc.), have training and experience in Tableau and/or Power BI, and have strong analytical, presentation, and written skills.</p>					
<b>% of time performing duties</b>	<b>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).</b>				
40%	<p><b>Data Governance</b> Work in consultation with the Data Governance Manager to complete projects in support of DSH's Data Governance Initiative.</p> <p>Utilize project management principles to plan, coordinate, and guide data governance initiatives.</p> <p>Lead and facilitate inclusive, transparent, and collaborative workgroups across DSH spanning multiple domains including but not limited to: Technology, Data, Clinical, Program, Standards, Legal, Hospital, Forensic, etc.</p> <p>Develop DSH data guides: standardized definitions, data dictionaries, business and data practices, reporting needs and technology solutions.</p>				

	<p>Data Evaluation and Quality Assurance: Examine practices and tools for evaluating datasets, alerting data users/consumers, resolving minor data concerns, and methods for maximizing quality assurance. Implementing a process through Data Governance to evaluate and resolve high-level data quality concerns.</p> <p>Standardized Metrics and Methodologies: Develop and examine best practices for metric calculations and complex methodologies. Facilitate the automation of standardized metrics and methodologies.</p> <p>Facilitates cross departmental workgroups to plan and prepare enterprise data standardization and cleansing efforts for existing legacy applications that will be retired or integrated with the Continuum Electronic Health Record (EHR) solution.</p> <p>Develops data collection and quality improvement reports, legacy system trackers, crosswalks between legacy systems and the EHR.</p> <p>Design local and enterprise hospital reports/dashboards that include the visual representation of data to be published in a wide range of venues viewed by or presented to DSH workforce members, the public, and outside agencies.</p>
40%	<p><b>Departmental Quality Improvement Initiatives</b></p> <p>Partner with other divisions, specifically the Statewide Quality Improvement to support the complex data pipeline and reporting needs.</p> <p>Advise DSH-Sacramento leadership and REDI Division staff on findings related to assigned areas of data collection, statistical analysis, and research.</p> <p>Designs, collects, interprets, and summarizes outcome data, clinical objectives, and program evaluations.</p> <p>Translates data into meaningful information to drive program decisions and system optimization, as well as improvements to treatment delivery.</p> <p>Key areas of data support:</p> <ul style="list-style-type: none"> <li>• Governing body</li> <li>• Health &amp; Safety</li> <li>• Standards Compliance</li> </ul> <p>Prepare and present technical reports. Advise management, departmental staff, and other external stakeholders on findings and recommendations on a regular basis.</p> <p>Respond to ad hoc requests that may include short timeframes.</p>
15%	<p>Functioning as statewide data stewards to support data maturity and enterprise operational needs to include participation in committees, workgroups, cross</p>

	<p>functional team meetings to address complex data challenges and opportunities.</p> <p>Provides consultation on the development, design and implementation of local and department enterprise data stores, databases, and toward the collection of data in accordance with departmental policy and practices.</p> <p>Ensures appropriate stakeholders are involved in each stage of developing projects to ensure quality outcomes.</p> <p>Communicates effectively and produces executive summaries and reports of assigned research projects in a manner understood by a wide audience with varying ranges of medical and technical expertise.</p>
5%	<p>Performs other duties, such as varied work-related projects as assigned by the Deputy Director, REDI Section Chiefs, and the Data Governance Manager.</p>
Other Information	<p>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 maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>This position is physically located in Sacramento and is currently offered with the potential for a hybrid work environment. Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to report to work at the Allenby building at least twice per week, as directed by their supervisor. Travel throughout California site visits, including overnight travel, to DSH partnered treatment facilities will be required with prior notice.</p> <p>Travel of up to 5% to 10% may be necessary. All travel will take place during the work week.</p> <p>Incumbents are expected to maintain a work environment free from workplace violence, discrimination, and sexual harassment.</p> <p>Incumbents must demonstrate a commitment to DSH's Vision, Mission, and Goals.</p> <p>Incumbents must perform their work and engage with employees, patients, and external partners and stakeholders in a manner consistent with DSH's Core Values.</p>

I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position 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