

DUTY STATEMENT

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| Employee Name: | Position Number: 580-750-5758-003 |
| Classification: Research Data Specialist II | Tenure/Time Base: Permanent/Full-time |
| Working Title: Quality Improvement Research Data Specialist II | Work Location: 850 Marina Bay Parkway Richmond, CA 94804 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework: Yes |
| Center/Office/Division: Center for Laboratory Sciences | Branch/Section/Unit: Laboratory Field Services |

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 This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working with an interdisciplinary team and section chiefs to develop an interface to provide accurate testing and laboratory capacity information. This position will be responsible for outreach towards the labs and will be providing recommendations for senior management.

The Research Data Specialist II (RDSII) independently performs the more complex data analysis to obtain lab data and ensure it is reported accurately. The RDSII provides professional support to blood bank and biologics and tissue bank licensing and inspection; reviews and monitors data submitted with biologics and tissue bank new and renewal applications to assure compliance with

California biologics and tissue bank licensure requirements as specified in the California Health and Safety Code.

The RDSII is responsible for coordinating complex projects and activities, working with CDPH's Information Technology Services Division (ITSD) and the California Reportable Disease Information Exchange (CalREDIE) to ensure that the program meets the need for data that is accurate and can be used for reports. The RDSII has responsibility for designing and directing major complex research projects and activities. This position is required to travel up to 5% to attend meeting and trainings within the State.

The incumbent works under the general direction of the Staff Services Manager II of the Laboratory Field Services.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% may be required to meetings and trainings within the State.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Establishes standards for scientific documentation across CDPH's labs, prepares guidance manuals with standard policies and procedures. Works collaboratively with the Research Data Specialist team to support local public health laboratory staff to ensure proper orientation and understanding of policies and procedures. Utilizes business intelligence software programs to review data collection, methodology, and lab surveys. As a member of a cross-program, multi-disciplinary team, the RSDII utilizes the Department's online platforms to create and maintain databases on laboratory testing capabilities and capacities (chemical, biological, and environmental) available in California. Works with other CDPH programs planning and implementing strategy to obtain data from California's laboratories, ensures that laboratory data is reported accurately, and prepares reports to assist Centers/Offices and section chiefs with their planning and ongoing performance measurement to aid management in identifying program priorities for quality and performance improvement.
- 35% Reviews data collection, methodology, and the laboratory survey instrument and provides feedback for the enforcement of blood bank, biologics, and tissue bank licensure laws. With guidance from the section chiefs, investigates blood bank, biologics, and tissue bank complaints, to aid in presentations of blood bank, biologics, and tissue bank presentations as requested by agencies and organizations.
- 25% Collaborates with the Research Data Specialist (RDS) I, HPS I and section chiefs to gather, analyze, and organize complex data and produce meaningful reports related to public health and clinical laboratories, tissue banks, and biological licensed facilities in California. Works collaboratively with other program specialists to prepare complex administrative reports,

controlled correspondence, legislative reports, bill analyses, and regulations packages. In conjunction with CDPH Information Technology Services Division, tests interface and ensures the accuracy of data reports. Works with online platforms to identify laboratory capacity for a variety of testing methodologies for communicable diseases of public health interest.

Marginal Functions (including percentage of time)

5% Travel up to attend meeting and trainings within the State. Performs other 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.)

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:
 Approved By: AR
 Date: 5/17/23