

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-480-5731-007</b>
Classification: Research Data Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Research Data Analyst II	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit:	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases (CID)/Division of Communicable Disease Control (DCDC)	Branch/Section/Unit: Communicable Disease Emergency Branch/CalREDIE Stakeholder Support Section/CalREDIE Cross-Cutting Support Unit/Training and User Support Team

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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by optimizing data and technology by improving collection and reporting of data through the California Reportable Disease Information Exchange (CalREDIE) program, to enhance preparedness and response for emerging public health threats. The CalREDIE system is used by state and local public health officials and healthcare providers for communicable disease reporting and surveillance.

The Research Data Analyst (RDA) II evaluates, designs, and implements updates to CalREDIE data collection forms. The RDA serves as a liaison between CalREDIE stakeholders and the CalREDIE

program and technical teams to ensure system requirements are correctly documented and communicated. The RDA will be responsible for developing and maintaining dashboards to monitor CalREDIE data. This position will also conduct trainings on the use of the CalREDIE system and provide expertise for end-user documentation and training needs.

The incumbent works under the direction of the Staff Services Manager I (SSM I), Chief of the Training and User Support Team.

### 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% Serve as subject matter expert for CalREDIE form change and business rule implementation to ensure data accuracy, timeliness, and completeness. Coordinate with program liaisons to design, implement and maintain CalREDIE data collection forms. Evaluate and troubleshoot issues related to CalREDIE forms and business rules.
- 30% Create and maintain CalREDIE user reference documentation. Work with CalREDIE end-users to document business requirements and provide CalREDIE subject matter expertise on best practices. Maintain confidentiality of personal health information and follow departmental policies and procedures.
- 25% Assist with training users of the CalREDIE system. Provide support and application expertise to CalREDIE users. Assist with executing system test scripts and documenting testing issues. Enter items in issue tracking system for team to monitor and track resolution of issues identified during testing.

### Marginal Functions (including percentage of time)

- 5% Perform other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

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

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

statement to the employee named above.

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: D.S.

Date: 11/15/2023