

DUTY STATEMENT

Employee Name:	Position Number: 580-352-5742-909
Classification: Research Data Specialist I	Tenure/Time Base: Permanent/Full Time
Working Title: Registry Data Specialist	Work Location: 850 Marina Bay Parkway, Bldg. P, 3 rd Floor Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch (CLPPB) / Program Evaluation and Research Section / Data Systems and Registry 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 protecting the public's health from lead poisoning and contributing to the wide and complex prevention services provided to children with lead poisoning, lead exposure, or at risk of lead exposure.

The incumbent works under the general direction of the Program Evaluation and Research Section, Data Systems and Registry Unit Chief and works with a multidisciplinary team. The Research Data

Specialist I (RDS I) independently performs functions related to data analysis, data integrity, research and reporting requests, and quality control and management of information received from multiple data systems at the Childhood Lead Poisoning Prevention Branch (CLPPB). Activities will support blood lead registry management, data handling, case management services, blood lead submission activities, and local health jurisdiction scope of work activities.

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)

- 30% Independently develop processes and procedures to advise and train local health jurisdictions, CLPPB staff, or clinical laboratory staff in function and use of RASSCLE II, WebCollect or other CLPPB data systems and information tools. Utilize research methodology and techniques to gather and analyze information received from clinical laboratories and local health jurisdictions and processed by CLPPB. Serve as Subject Matter Expert on CLPPB data systems and functionality. Participate in meetings with Information Technology Services Division (ITSD) for development of key workflow management processes for blood lead, case management, and lead hazard evaluation information. Analyze operational methods and validate data quality and completeness of information received to meet CLPPB goals and legislative mandates. Identify opportunities for improvement to establish new systems, procedures and processes for blood lead registry to ensure ongoing accuracy of data and to detect any data anomalies that would jeopardize data accuracy and data integrity.
- 25% Manage and maintain SharePoint sites for data sharing, data security, and data integrity of confidential clinical case management and home visit information and blood lead data. Authorize and maintain data system and SharePoint user access to maintain patient confidentiality and data system access. Independently research additional data reporting elements required by local jurisdictions for case management and blood lead level monitoring beyond those identified during requirements gathering phase. Ensure local health jurisdictions have access to timely and valid blood lead information and exchange of information between CLPPB and local health jurisdictions is maintained to ensure data quality.
- 25% Evaluate current processes and procedures to develop, implement, and monitor new technical data handling systems and procedures for lead poisoning case data and blood lead level data. Use statistical analysis software such as SAS, SQL, SSRS, and/or Power BI reporting to analyze and create routine reports, ad hoc reports and queries, and Medi-Cal case matching to assess blood lead levels, laboratory reporting, and reporting trends. Generate reports to analyze and validate the data to provide to local jurisdictions and stakeholders on lead testing and identification of individuals with increased blood lead values. Perform other analyses for special CLPPB related projects as required.

15% Support implementation and change of blood lead and case data components of existing or new data systems by providing training to CLPPB and local jurisdiction staff, and communicating any problems identified to ITSD and appropriate CLPPB staff.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as required.

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: AC
 Date: 11/2024