

DUTY STATEMENT

Employee Name:	Position Number: 580-465-5734-909
Classification: Research Data Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Chief, Data Quality & Integration Unit	Work Location: Various locations available. Location to be determined upon hire
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of Infectious Disease Preparedness and Response	Branch/Section/Unit: Infectious Disease Monitoring & Early Detection Branch / Syndromic Surveillance Section / Data Quality & Integration 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

The Syndromic Surveillance (SyS) Data Quality & Integration (DQI) Unit Chief supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the implementation, utilization, maintenance, and operation of the California statewide syndromic surveillance program (CalSyS). This program facilitates timely and broad monitoring of population health, ultimately leading to more rapid and targeted disease control and prevention strategies as well as increased situational awareness for public health response.

The Research Data Supervisor I (RD Sup I), under the general direction of the SyS Section Chief, is responsible for the direction, oversight, and operation of the unit, including supervision, recruitment, training, and mentorship for the unit's team of Research Data Specialists, Analysts, and other lower-level staff. The DQI Unit Chief develops goals for the Unit and plans, organizes, prioritizes, directs, monitors, and evaluates work assignments of broad scope and complexity performed by the DQI Unit staff. The incumbent ensures public administration functions, including management and supportive staff services such as personnel, program planning and evaluation; employee training and development; and governmental policy and procedure affecting departmental research functions. Serves as department-wide subject matter expert (SME) on syndromic analytics related to business, data, customer service, and technology needs; provides overall technical direction on syndromic system development efforts; identifies and addresses policy and operational issues relevant to analytics, data sharing, and health information exchanges (HIEs) with internal government and external public health stakeholders; and performs research and develops and provides analytics services to optimize descriptive and predictive analytics capabilities department-wide. Works collaboratively with and in support of department-wide interoperability efforts and related workgroups.

In the case of a public health emergency, this position may be asked to redirect to serve rotations in emergency staffing roles aligned with their classification level.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Directs, oversees, and guides the work of staff, and provides scientific leadership and expertise in the development, design, planning, and coordination of CalSyS projects related to analytics, data management concept tools, data curation methodologies, surveillance system interoperability, program evaluation, quality assurance, training development, informatics, and reporting. Directs staff in supporting technical onboarding needs and data feed administration of local health departments, HIEs, vendors, and facilities to BioSense. Directs staff supporting statewide SyS data flows for CDPH partners. Directs processing requests for descriptive and predictive data file analysis and use of analytics software; curates data dictionary development, systems inventory, and interoperability readiness assessment processes; directs section network drive migration and maintenance. The incumbent ensures public administration functions, including management and supportive staff services such as personnel, program planning and evaluation. Performs or provides oversight of the most sensitive or difficult analytic work of the DQI Unit. Ensures Unit provides quality customer service such as ensuring e-mail or telephone inquiries are responded to timely and accurately, including media requests and inquiries from external and internal entities. Manages application development and related data sources and identifies opportunities for streamlining and system improvements.

- 30% Monitors the data quality improvement and analytics capability maturity process. Develops data quality analysis plans and oversees a systematic and timely data quality review process, while evaluating work efforts to optimize system and personnel resources. Develops processes and procedures for provision of data analytics services to programs using syndromic data within CDPH with a focus on health equity, emergency response, disease prevention, and other emerging Departmental goals as needed. Consults with CDPH programs and the Centers for Disease Control and Prevention (CDC) to address programmatic needs with respect to interoperability, virtualization technology, health information standards (e.g., HL7), geospatial data standards and methodologies, and the CDPH implementation process supporting SyS systems. Provides leadership on CDPH data standards and quality issues, and develops recommendations for the improvement of electronic registries, databases, and SyS systems to address data quality issues. Leads Department-wide efforts and implementation of data visualization software, quality metrics, and predictive analysis techniques related to SyS. Collaborates with all interested parties within CDPH, state and federal government agencies, and other jurisdictions and health departments to improve data accuracy and analytics capacity. Provides data quality feedback, educational materials, and presentations to staff who work with data analytics software to improve data quality within individual programs. Performs research to maintain knowledge of data standards and quality issues; technology solutions related to interoperability and data integration; and descriptive and predictive analytics software, techniques, and best practices. Occasional travel to local health jurisdictions, or to attend state or regional meetings.

- 25% Manages the DQI Unit and supervises unit staff. Recruits, hires, develops, and retains highly skilled, experienced, and professional employees; establishes unit and team vision and direction; uses a strengths-based approach in the assignment of duties; and provides guidance and evaluates work products toward continuous improvement. Effectively administering performance appraisal processes to ensure employees receive ongoing coaching, timely feedback, and fair and accurate evaluations. Provides leadership and direction to staff in workload management. Ensures effective employee development through identification of training needs in collaboration with individual staff and across the unit; supports employees with career development planning; and facilitates the provisioning or identification of appropriate training. Ensures staff work collaboratively across the DQI Unit, SyS Section, Infectious Disease Monitoring & Early Detection (ID MED) Branch, Office of Infectious Disease Preparedness and Response (OIDPR), CID, CDPH, and with external stakeholders to achieve results. Identifies and participates in leadership training and other professional development opportunities to build supervision, management, and leadership skills. Acts as CDPH spokesperson for data feed administration for SyS systems.

- 5% Participates in infectious disease emergency preparedness and response activities. Completes trainings in emergency preparedness and the incident command system (ICS). During an infectious disease emergency activation, may activate to emergency response roles applicable to the position’s classification level and skill set.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Region

Region	Counties	Available Headquarter Locations
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Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa- 850 Marina Bay Parkway, Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento- 1616 Capitol Avenue, Sacramento, CA 95814
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Diego- 7575 Metropolitan, San Diego, CA 92108

Marginal Functions (including percentage of time)

5% Completes trainings, participates in professional development activities, and performs other duties as required/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: Skip Thomas
 Date: 1/28/2025