

## DUTY STATEMENT

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| Employee Name:  | Position Number:<br>580-811-5731-001   |
| Classification:<br>Research Data Analyst II   | Tenure/Time Base:<br>Permanent/Full-Time   |
| Working Title:<br>Regulatory Data Analyst   | Work Location:<br>1615 Capitol Avenue, Sacramento, CA 95814                                      |
| Collective Bargaining Unit:<br>R01  | Position Eligible for Telework (Yes/No):<br>Yes  |
| Center/Office/Division:<br>Center for Health Care Quality/<br>Data and Analytics Division | Branch/Section/Unit:<br>CHCQ Informatics Branch/Licensing and<br>Certification Analytics Section |

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 performing technical research, statistical analysis, and research studies necessary to gather, compile and provide analysis and interpretation of facility-related data projects. The incumbent uses Microsoft (MS) Excel (including pivot tables), Microsoft Access, and SAS software to analyze data integrity problems within Licensing and Certification (L&C) data systems. The RDA II collects and reviews data from existing sources (e.g., local, state and federal agencies, non-governmental groups) to ensure the data integrity of data extractions from L&C data systems. Monitors data entry into L&C databases and communicates to data entry users to ensure data integrity. Provides assistance and feedback to district office support staff regarding data entry requirements. Creates and maintains documentation of all analytical work during data integrity

projects in order to effectively communicate analytical processes and prepares and presents effective presentations.

The incumbent works under the general direction of the Research Data Supervisor I.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 40% Independently analyze data extracts from the State of California Electronic Licensing Management System (ELMS), the Automated Survey Processing Environment (ASPEN) and other L&C data systems to monitor facility-related data quality, integration, and crosswalk issues. Perform and assist in complex technical research to improve data integrity. Monitor data entry and validate/verify data in L&C databases for correctness, completeness, and consistency with CHCQ guidelines; follow-up on data discrepancies. Develop and maintain metadata. Share analytic files via web-based reporting platforms or the CHHS Open Data portal. Provide information and data from existing sources (e.g., local, state and federal agencies, non-governmental groups) to ensure integrity of L&C data extractions. Engage in systematic, critical, and intensive research toward finding solutions to data quality and program performance issues. Collaborate with project lead in brainstorming and revising business and/or quality improvement processes, training curriculum, tracking logs, and data systems. Organize and co-facilitate meetings related to data initiatives.
- 30% Provide technical assistance and assist in informing CHCQ and district office staff on data submission standards, gathering complete and accurate data, quality improvement practices, and using data to manage workflow and monitor the performance of healthcare facilities and related entities, through meetings, site visits, and tele-/videoconference consultations. Manage documentation and standard operating procedures on data submission standards and data integrity needs.
- 15% Apply statistical methods and techniques to respond to data requests (including Public Record Act requests, legislative reports, and legislative bill analyses) and research studies from internal and external requestors such as the federal Centers for Medicare and Medicaid Services (CMS), other departments under the California Health and Human Services Agency, the Department of Justice, the State Legislature, and CHCQ staff. Present results of complex statistical operations in tables and graphs or on-line reporting systems using MS Excel, PowerPoint, business intelligence and/or visualization/reporting software.
- 10% Participate in training, advisory and policy committees as directed. Attend federal and state training programs, in-services and continuing education courses necessary to maintain

program knowledge and technical skills.

**Marginal Functions (including percentage of time)**

5% Perform other work-related duties as required.

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| <p>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.</p> |                  | <p>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.)</p> |      |
| Supervisor's Name:  | Date             | Employee's Name:   | Date |
| Supervisor's Signature  | Date             | Employee's Signature   | Date |
| <b>HRD Use Only:</b><br>Approved By: AR   | Date<br>2/6/2023 |  |      |