

Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Building Safety Section Coastal Region- Architectural and Engineering Unit	
Position Number 441-450-5729-XXX	Location Sacramento	Telework Option Hybrid
Classification Research Data Analyst I	Working Title Research Data Analyst I	

General Description Under direct supervision of the Deputy Division Chief and Supervisor HFR, the Research Data Analyst I provides engineering and analytical support for the Building Safety Section.	
Supervision Received	Under direct supervision of the Deputy Division Chief and with lead direction from Supervisor, Health Facilities Review.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals. Requires mobility to various areas of the Office work areas and travel to various locations throughout the State.
Job Duties E = Essential, M = Marginal	
30%	<p>E Work closely with OSHPD Executive team, Supervisor, HFR and Research Data Analyst II to identify business information needs and analytical requirements. Conduct analyses and reporting of the Office’s plan review, construction observation, and seismic compliance data to determine business information needs and analytical requirements. Perform analyses of data to develop complex ad-hoc reports for use by executive, management and support staff in completing a variety of tasks including, but not limited to: workload assessment, performance evaluation, presentation preparation and technical writing. Using advanced technical skills, manipulate and extract pertinent data from appropriate information systems and assemble information into user friendly formats and visualizations using business intelligence tools such as Tableau and ArcGIS to assist with development and review of the business intelligence system performance requirements for the Office.</p>
25%	<p>E Participate in OSHPD’s Emergency Response. Consult with technical experts from other Offices and/or State Agencies as needed to integrate data from disparate databases to isolate and capture project specific data and coordinate emergency response during a disaster. Write and distribute software (Python preferred) to visualize instrument recordings in earthquakes.</p>

20%	E	Assist other Offices and Departments under HCAI to create and publish dashboards for workload analysis and performance evaluation.
10%	E	Under direction of Reseach Data Analyst II, conduct in-depth analyses of web site usage to identify trends. Help prepare periodic reports including recommendations for changes or revisions to the web site organization and/or structure. Assist the RDA II or OSHPD webmaster with changes to the Office's Web Site (Internet and SharePoint).
10%	E	Review and compare data, which may include work schedules, mileage logs or other documentation, to ensure adherence to OSHPD policies and procedures. Prepare summary findings and comparison data for review.
5%	M	Other related duties as assigned to accomplish the Office's Vision, Mission, and Goals. Attend and participate in all meetings and training scheduled by supervisor.

Other Expectations

- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate a commitment to performing duties in a service-oriented manner. Establish and maintain effective, cooperative relationships with those contacted in the course of work. Communicate well with others and handle sensitive issues with tact and diplomacy.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's and OSHPD's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date