

DUTY STATEMENT

Employee Name:	Position Number: 580-222-5737-001
Classification: Research Data Supervisor II	Tenure/Time Base: Permanent/Full-Time
Working Title: Chief, Data Analytics Section	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Research and Analytics Branch Data 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 developing, testing, and marketing innovations in the dissemination of vital statistics data to customers.

The Research Data Supervisor II (RD Sup II) is responsible for leadership in the development of policy, protocols, and standards regarding the collection, analyses, and dissemination of vital statistics data. The incumbent is responsible for managing the development, quality control, and maintenance of California's vital statistics data files. Provides technical consultation to Departmental programs on research and data analyses and coordinates with the National Center for Health Statistics and other federal and local departments. Establishes policies for data exchange with internal and external

customers. Reviews and provides input on contracts regarding vital statistics data. Oversees an internal data quality workgroup as well as the Vital Statistics Advisory Committee. Manages a Section comprised of Research Data Specialist IIs/Is and analysts.

The incumbent works under the general direction of the Research Data Manager, Chief of the Research and Analytics Branch.

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)

- 25% Develops goals and/or objectives in the development and implementation of policies, protocols, and standards regarding the collection, analyses, and dissemination of vital statistics data. Plans, organizes, and directs the operations of the Data Analytics Section (DAS) in such a manner as to ensure the DAS carries out the Branch's and the Department's goals. Oversees the development and implementation of the DAS strategic planning implementation and monitoring. Conducts research and analysis 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. Monitors the quality of work performed by subordinate staff, including the distribution of staff assignments to ensure approvals are processed timely and according to policies and procedures. Evaluates work performance of staff and subordinate supervisors and provides available resources for continued learning. Completes required personnel administrative documents. Provides guidance and oversight of staff assignments. Performs personnel activities including, but not limited to, recruitment, selection, training, and evaluation using probationary reports and annual appraisals. Assesses the work performance of direct reporting staff, monitors employee attendance, and approves leave requests. Initiates corrective actions and counsels employees on progressive disciplinary/performance management issues.
- 15% Develops and oversees the DAS development and maintenance of vital records data query systems and dashboards using public health and vital record data and statistics; including the Vital Records Open Data Portal, the California Vital Records Data (Cal-VIDA) query system, and others as requested to improve data visualizations. Oversees the development of various dashboards for analytics purposes. Monitors metrics to evaluate and develop proposed system modifications, procedures, and program alternatives to achieve increased productivity and improved data accuracy. Oversees a Data Quality Workgroup responsible for working with vital records data stakeholders to evaluate data quality issues.
- 15% Manages the development, quality control, and maintenance of California's vital statistics data files, data publications, and statutorily mandated reports using state-of-the-art information

technology. Oversees the further development of vital statistics products and services using the internet homepage. Develops, tests, and markets innovations in the dissemination of vital statistics data to the Center’s customers. Enhances vital statistics data files for use in small-area data analyses. Reviews and provides input on Center contracts where data is provided to outside entities as well as Memorandum of Understandings with internal CDPH offices.

- 15% Coordinates on initiatives to improve vital statistics data collection, analyses, dissemination, and use cases with partners, such as the other Center for Health Statistics and Informatics Branches, other CDPH Programs, the National Center for Health Statistics, the California Conference of Local Health Officers, the California Conference of Health Data Management, the National Association of Public Health Statistics and Information Systems, local health departments, and others.
- 10% Provides technical consultation to Departmental programs on research and data analyses topics involving vital statistics data. Promotes the use of vital statistics data by the Department’s programs and assists these programs in acquiring needed vital statistics data in the required formats and media. Establishes policies for interdepartmental exchanges of data with the Department of Finance, Office of Statewide Health Planning and Development, and others.
- 10% Oversees the Vital Statistics Advisory Committee, ensuring that meetings are conducted consistent with Bagley-Keene meeting requirements. Utilizes and adheres to statutory requirements, reviews data requests, and assists researchers by responding to questions regarding the application process.
- 5% Conducts workshops and provides technical training on vital statistics research and data analyses topics.

Marginal Functions (including percentage of time)

5% Performs 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: HH
 Date: 2/22/24