

DUTY STATEMENT

Employee Name:	Position Number: 580-480-5742-909
Classification: Research Data Specialist I	Tenure/Time Base: Permanent- Full-time
Working Title: Health Data Analytics Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Communicable Disease Emergency Branch/CalREDIE Surveillance Section/SaPHIRE Unit/Lab Reporting Team

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 optimizing data and technology for the California Reportable Disease Information Exchange (CalREDIE) program.

The Health Data Analytics Specialist ensures that laboratories conducting testing for communicable disease conditions in accordance with Title 17 CCR, Section 2505 are sending test results to public health, with timely and complete reports. Position tasks include independently collecting, managing,

and analyzing electronic lab reporting (ELR) data from various data warehouses, evaluating Health Level 7 (HL7) messages, assisting with interface configuration, presenting findings, and communicating with laboratories, local health jurisdictions, CDPH teams and vendor partners as needed to resolve identified issues. The position will assist with onboarding and validation testing for data submitters as well as with other research, reporting and data science projects for the unit.

The incumbent works under the general direction of the Research Data Manager, Chief of the Lab Reporting Team.

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)

- 40% Independently analyze incoming laboratory result data and extract report data, ensuring compliance with reporting specifications and Title 17 Section 2505 regulations for quality assurance. Review HL7 message structure and content with minimal oversight, identifying and resolving collection, reporting issues, and/or transmission anomalies. Conduct data analyses using ad-hoc queries and other tools to determine compliance among laboratories compiling findings on incorrect or missing codes, demographics, test details, and other discrepancies. Consider root causes of data quality issues and develop quality checks, procedures, and educational aids to mitigate future issues. Collaborate with laboratories and vendor partners to achieve compliance.
- 25% Evaluate new lab data submitters and those with system changes to support onboarding to CalREDIE in a timely manner. Understand and communicate with laboratories on reporting channels and appropriate interface connection options to align with state operations. Utilize CDPH specification documentation, tracking tools and data visualization dashboards to guide vendor partners in ensuring reporting standards are met for all data submitters.
- 15% Provide subject matter expertise to program staff within the team and to other stakeholders, including disease control and informatics branch staff, epidemiologists at the state and local levels, laboratory technicians, IT staff, and vendor partners. Develop and build skills through training and individual research. Make recommendations to improve existing research tools and methods to expand team knowledge and address changes in the reporting and collection of data.
- 15% Effectively utilize multitasking, problem-solving and planning/organizational skills in a highly complex environment requiring attention to detail and focus on several concurrent projects with multiple deadlines. Establish and maintain reliable, efficient, and effective methods for tracking

issues and communicating with involved partners, both verbally and in writing. Document and communicate identified issues succinctly, escalating as needed.

Region	Counties	Reporting Location
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

Marginal Functions (including percentage of time)

- 5% Perform other duties as directed by the CalREDIE Lab Reporting Unit Chief to support Program and its staff. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

☐ 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: JC

Date: 03/20/25