**Name:**

 **Position #: Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**DUTY STATEMENT**

**PRECISION MEDICINE EQUITY OFFICER**

**Classification: 7016 – Senior Projects Analyst**

**Salary Range: $7,413 - $9,974**

**SCOPE**:

Under the supervision of the Office of Planning and Research (OPR) Co-Directors of Precision Medicine, the Precision Medicine Equity Officer will manage and assist with the development and implementation of a diversity of projects related to the California Initiative to Advance Precision Medicine. This work will support goals established by the OPR Director that improve public health and promote equity in health care and research throughout California.

**ESSENTIAL FUNCTIONS:**

This is a professional classification characterized by the responsibility for performing complex project management functions including planning, execution, communication, integration of feedback, analysis, organization, prioritization, coordination, event planning, problem solving, and evaluation.

The incumbent is required to have academic training and professional experience in scientific disciplines and knowledge of and experience with public health and precision health and medicine and are expected to possess an understanding of project management, stakeholder engagement, governmental processes, and research administration.

Specific duties and responsibilities include, but are not limited to, the following:

75% **Program management**: Working with staff, collaborators, grantees, advisers, reviewers, evaluators, consultants, industry representatives, and other external experts on products, including written products, events, presentations, requests for proposals, reports, application processes, review processes, evaluation processes, communications, etc.; facilitating better integration of non-traditional research and community partners and perspectives throughout projects; facilitating connections to State policy efforts as projects proceed to ensure results are aligned with State values and are actionable.

10% **Program scoping and strategic direction**, including: Identifying priorities; budgeting; creating and maintaining connections with other State and nonstate agencies and programs; organizing meetings and other events to direct program priorities.

10% **Advance racial equity practices** in CIAPM’s communications and administrative processes and work products. Develop and implement racial equity-focused approaches, projects, and activities aligned with programmatic goals of reducing health disparities and uplifting equitable outcomes.

5% **Representing the program** through developing, implementing, and/or disseminating reports, communications, service, presentations, web resources, and other means to stakeholders including collaborators, the Legislature, patients and patient advocate groups, advisory committee members, reviewers, external experts, consultant, and potential, current, and past researchers and applicants; collecting feedback from stakeholders to refine and improve the program; representing the program at various meetings, conferences, symposia, workshops, and other public and private gatherings

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Co-Directors of Precision Medicine. May oversee the work of program administrator, communications specialist and administrator, and student assistants.

**I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)

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Employee Signature Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature Date