**Name: Position #: Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**DUTY STATEMENT**

**SCIENCE OFFICER**

**Classification: 7016 Senior Projects Analyst**

**Salary Range: $7,413 - $9,977**

**SCOPE**:

Under the supervision of the Office of Planning and Research (OPR) Co-Directors of Precision Medicine, the Science Officer will manage 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 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, problem solving, and evaluation.

Incumbents are required to have academic training and professional experience in scientific disciplines and knowledge of and experience with scientific methods and precision health and medicine and are expected to possess an understanding of political processes around state-funded research programs.

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

65% Program management: Working with staff, grantees, and external advisors, reviewers, evaluators, consultants, industry representatives, and other technical experts on grant agreements, requests for proposals, reporting, application processes, review processes, evaluation processes, communications, etc.; facilitating better integration of non-traditional research partners into awarded funds; facilitating connections to State policy efforts to ensure the Initiative’s work aligns with State values, including advancing racial equity.

10% Program scoping and strategic direction, including: Helping to identify research and project priorities; helping to create and maintain connections with other State, federal, and private research programs; organizing meetings and other events to fulfill program goals.

10% Creating reports for the California State Legislature, including the Annual Report and project evaluation reports

5% Representing the program to stakeholders including the Legislature; patients and patient advocate groups; advisory committee members, reviewers, and expert consultants; and potential, current, and past grantees and applicants; and collecting feedback from stakeholders to evaluate, refine, and improve the program.

5% Representing the program at various meetings, conferences, symposia, workshops, and other public and private gatherings

5% Duties as needed to assist OPR leadership and the Governor’s Office

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Co-Directors of Precision Medicine. May oversee the work of the Communications Specialist and Administrator, Project Administrator, interns, and fellows.

**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.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date