

DUTY STATEMENT

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| Employee Name: | Position Number: 580-530-5651-904 |
| Classification: Research Scientist Supervisor II (Epidemiology/Biostatistics) | Tenure/Time Base: Permanent/Full Time |
| Working Title: Program Development and Evaluation Section Chief | Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804 |
| Collective Bargaining Unit: S 10 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division | Branch/Section/Unit: Program and Policy Branch/Program Development and Evaluation 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 serving as the Chief of the Program Development and Evaluation Section (PDES). The Research Scientist Supervisor (RSS) II (Epidemiology/Biostatistics) directly supervises two Research Scientist Supervisor I positions and one Staff Services Manager (Specialist), and oversees staff consisting of professional research scientists and analysts. The RSS II is responsible to develop, manage, and evaluate the various activities and services within the Program Development and Evaluation Section, which includes; the Prenatal Outcomes & Evaluation Unit and the Newborn Outcomes & Evaluation Unit. In addition, the incumbent oversees requests to access archived

specimens, directs and evaluates the development, research, and analysis of prenatal and newborn screening programs.

The incumbent works under broad administrative direction of the Research Scientist Manager (Epidemiology/Biostatistics), Chief of the Program and Policy Branch.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% training in national and state conferences
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Lead the effort and guide PDES teams to evaluate the performance metrics of the existing program, including, but not limited to, evaluation of cutoffs and obtain multiyear clinical follow-up surveys, to support disorder registries, and disease outcomes. Maintain an in-depth understanding of current scientific literature, provide subject-matter expert input to leadership, and participate on the Institutional Review Board. Apply scientific theory and principles to review, approve and/or make highly sensitive decisions that impact research designs, including methods to be used, and methods of analysis of results. Utilize programming languages (e.g. Statistical Analysis System (SAS), R- Programming Language Structured Query Language (SQL)) to evaluate and direct teams to generate regular reports on screening performance metrics. Design, conduct, analyze, and draw conclusions from epidemiological investigations for prenatal screening (PNS) and newborn screening (NBS) disorders. Provide guidance to the PDES staff in planning and directing complex and professional public health scientific research and related studies that involve genetic disease screening and genetic epidemiology. Coordinate complex research and development programs, by organizing a multidisciplinary team of GDSP scientists, laboratorians, contracted genetic counselor, and clinical specialists.
- 20% Guide PDES teams to develop and implement additions to new disorders and coordinate Screening Information System (SIS) database improvements and redesigns. Oversee and manage the California Biobank Program which provides archived prenatal and newborn residual screening specimens for program evaluation, laboratory assay development and research studies of internal and external partners. Provide guidance and oversight for the development and expansion of Health Information Exchanges between GDSP and external data providers such as hospitals and HMOs.
- 20% Oversee the diverse scientific and research staff within PDES. Assign work and priorities to staff and their subordinates. Recruit, interview, and hire staff; ensure staff completes mandatory trainings by follow-up discussions at regular one-on-one meetings; review and approve timesheets, absence requests, and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Foster an inclusive, engaged, and supported team by using a strength-based approach to determine staff workplans and

development plans; mentor and actively support staff in identifying and actualizing their professional goals and training needs; evaluate performance of staff and provide progressive disciplinary actions in a timely manner; and monitor and communicate with staff regarding work progress. Ensure that diversity, equity, and inclusion principles are embedded into the team culture and workplans by proactively fostering awareness and planning appropriate workshops/activities/trainings on a regular basis.

10% Interact and collaborate with national panels, committees and professional organizations through webinars when available and attend meetings to discuss developments in genetic disease screening for prenatal or newborn disorders, research collaboration and evaluation of new technologies. Work in conjunction with other state and federal public health organizations, including, but not limited to, the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Heritable Disorders in Newborns and Children (ACHDNC), to answer research questions needed in the development of appropriate policy for genetic screening, guidelines for reducing mortality and morbidity in newborns and children with heritable disorders, and other related research. Monitor available federal and private research funds and write proposals to support program related research by staying informed through communications of the funding opportunities.

10% Provide scientific technical expertise and consultation to other internal departmental partners, which includes establishing and maintaining the confidence and cooperation of others and participate as a senior level staff member of the Genetic Disease Screening Program leadership team. Analyze, research, write scientific publications, and make related professional presentations at internal and external meetings.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as directed.

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.)

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:
 Approved By: AG
 Date: April 2024