

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5605-003
Classification: Research Scientist III (Social / Behavioral)	Tenure/Time Base: Permanent / Full-Time
Working Title: Vendor Research Lead	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Data and Integrity Branch / Vendor Analysis, Research, 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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Data and Integrity Branch, the incumbent serves as part of a team that collects, analyzes, monitors, and leverages data, research, and policies to benefit, optimize, and protect the Women, Infants, and Children (WIC) program and its participants, local agencies, and vendors.

The incumbent works under the general direction of the Chief, Vendor Analysis, Research, and Evaluation (VARE) Section, Research Scientist Supervisor I (RSS I). The Research Scientist III

(Social/Behavioral) develops and runs complex statistical models to analyze, monitor, and evaluate vendor management activities and food expenditure and utilization trends. Supports the WIC Division in developing, monitoring, and evaluating the WIC program by conducting sophisticated and innovative statistical analyses and research activities. Acts as a scientific and technical lead for research staff in the 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 and applies quantitative and qualitative research methods, and advanced statistical methods to independently and collaboratively conduct complex research studies and analyze data, including measuring the effectiveness of WIC program activities, maximizing participant access to vendors, understanding participant food purchase patterns and behavior, addressing racial and health equity issues, and containing program costs. This includes conducting literature reviews; defining the nature and scope of the problem to be researched; applying appropriate scientific research methodologies; applying appropriate scientific techniques and Structured Query Language (SQL) to link, manipulate, and analyze large databases; developing, pretesting, and administering data collection instruments; using a statistical software to analyze data (e.g., Statistical Analysis System (SAS), R), including the application of sophisticated, descriptive, and inferential statistical techniques such as multivariate analyses; interpreting findings; and preparing scientific research papers, poster presentations and State reports. Presents research and analytical results to appropriate management, stakeholders, contractors, and at meetings and conferences. Consults and collaborates in the development and implementation of research studies with external researchers, such as from the United States Department of Agriculture (USDA) and the University of California.
- 20% Acts as lead and guides lower-level research staff in the development and implementation of a monitoring and evaluation program to assess the effectiveness and efficiency of the WIC Vendor Management Program. Works collaboratively with research and program staff in the development and selection of program goals and objectives. Leads the construction of performance measures to operationalize program goals and objectives; oversees monitoring the progress in achieving program goals and objectives; develops and disseminates monitoring and evaluation reports to inform internal and external stakeholders; advises program and communicates implications for program implementation, including modifications in vendor peer groups and reimbursement policies. Constructs and develops data

visualizations tools using Tableau software for WIC program staff and stakeholders. Collaborates with the Participant Analysis, Research and Evaluation staff to analyze and conduct research on food benefit utilization behaviors.

- 20% Collaborates with Division staff to complete the federally mandated, triennial vendor cost containment assessment, consisting of vendor peer groups, competitive price criteria, and maximum allowable Department reimbursements. Participates in and/or leads workgroups on cost containment; collaborates closely with WIC vendor, policy, food package, and fiscal staff, including Department Legal staff. Leads lower-level staff in monitoring and evaluating the impact of USDA-mandated cost-containment strategies and completing reporting requirements. Oversees the analysis of the Shelf Price Submission data to identify non-competitive vendors. Collaborates with the Program Integrity researchers to identify and analyze anomalous vendor redemption patterns to assist with the detection and prevention of program abuse.
- 15% Provides technical assistance, mentoring, and hands-on training to other Branch researchers in the use of SAS, SQL, and/or other statistical software; acts as a statistical and scientific technical lead for the Branch, including the Program Integrity workgroup. Provides leadership and technical assistance to staff in using Tableau software to develop and implement data visualization tools for WIC program staff and stakeholders. Represents the WIC Division on Department dataworkgroups. Collaborates with other Branch research staff and contractors to investigate, understand the structure of, and conduct quality assurance on the data stored in the WIC data management information systems, including the WIC Web Information Exchange System (WIC WISE).
- 10% Completes Department and WIC mandatory trainings; follows, maintains, and promotes data security and confidentiality requirements and laws; participates in and attends project, Section, Branch, and Division meetings.

Marginal Functions (including percentage of time)

- 5% Assists with developing material and providing training to CDPH/WIC staff in the use of Tableau based WIC data reporting system, the WIC Reporting, Analytics and Data System.
- 5% Performs other job-related duties as assigned.

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: EH
Date: 12/28/23