

DUTY STATEMENT

Employee Name: VACANT	Position Number: 581-330-5594-005
Classification: Research Scientist III (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Chronic Disease Epidemiologist	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Control Branch / Health Information and Statistics 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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness to improve state health outcomes and reduce health disparities through prevention, management, and team-based approaches focused on chronic diseases and their associated risk factors. This position is eligible for telework in accordance with CDPH telework guidelines.

The incumbent works under the general direction of the Research Scientist Supervisor I (RSS I), Chief of the Health Information and Statistics Section. The Research Scientist III (RS III) Epidemiology and

Biostatistics (Epi/Bio) provides and presents highly specialized scientific research and investigation to support the prevention and management of chronic diseases focused on by the branch. These chronic diseases include, but are not limited to, Alzheimer’s disease, cardiovascular disease (CVD), diabetes, and cancer. The RS III (Epi/Bio) also researches and identifies priorities relating to the diagnosis and treatment of these chronic diseases. The RS III (Epi/Bio) publishes and presents research findings to the scientific community, partners (local health departments {LHDs}), stakeholders (Centers for Disease Control and Prevention {CDC}, American Heart Association, American Diabetes Association, California Alzheimer’s Disease Centers, etc.), and the lay community, transforms findings into action, and assists in the development of policy recommendations. The incumbent identifies chronic disease prevention data management and surveillance best practices and writes literature reviews to present to the scientific community, partners, and stakeholders. The RS III (Epi/Bio) develops methodologies and evaluation plans and prepares data briefs, reports/updates, and factsheets for management to display (portray/reflect) the work of CDCB, including identifying and prioritizing chronic disease indicators. The incumbent analyzes new and innovative ways of presenting data findings, including developing a chronic disease dashboard and utilizing data tracking tools such as Geographic Information System (GIS) software for tracking and visualizing chronic diseases, cancer prevention, disease care and delivery, and the economic impact and burden of chronic disease in California.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% (In state and out of state; may include overnight stays)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Data Surveillance and Evaluation: Uses epidemiology/biostatistics skills to identify populations at highest risk of chronic disease and assesses the distribution of disease/risk factors and populations disproportionately affected. Provides recommendations to partners on identifying appropriate data resources (e.g., behavioral, population, mortality, healthcare utilization, healthcare costs, etc.) for chronic disease data analysis, indicators, and statistical modeling. Identifies disease healthcare costs trends among populations burdened by chronic disease and develops geographic analysis methods to monitor and track health outcomes and healthcare costs. Collects, maintains, and analyzes chronic disease data. Identifies priority populations and implements strategies for the development and management of chronic disease prevention, management, and surveillance programs. Uses software such as Statistical Analysis System (SAS), R, R-Studio, and Structured Query Language (SQL) to analyze data and conduct data management manipulation activities such as data cleaning, de-duplication, record matching, and linking multiple large datasets. Creates/develops, monitors, and updates data dashboards to support data management activities, monitoring, and validation of the quality of data presented. Collaborates directly with other scientific and program professionals and staff on data surveillance, data sharing, and epidemiological studies as they relate to chronic disease, associated risk factors, protective factors, and

environmental causes of chronic disease. Uses geographic information systems (GIS) to develop maps for the visualization of data and maintains familiarity with various datasets, including, but not limited to, the Medical Expenditure Panel Survey, the Behavioral Risk Factor Surveillance System, the National Health and Nutrition Examination Survey, the California Health Interview Survey, Department of Health Care Access and Information data, vital statistics data from CDPH's Center for Health Statistics and Informatics (CHSI), and other data systems such as transportation, housing, and education datasets to support the program's work on chronic disease prevention and management. Adapts data methods, analyzes datasets, and prepares and communicates chronic disease prevention outcomes to the public through fact sheets, infographics, and data reports to raise public awareness about and advance collaboration with partners (local health departments {LHDs}) and stakeholders (Centers for Disease Control and Prevention {CDC}, American Heart Association, American Diabetes Association, California Alzheimer's Disease Centers, etc.) around chronic disease prevention and management. Assists with developing grant applications by providing data and research/evaluation expertise.

- 30% Evaluation planning and implementation: Assists with developing and recommending evaluation methodologies, planning strategies, and tools needed for the successful implementation of branch programs. Translates data findings into actionable items and recommendations for the various programs in the branch. Communicates research finding to program staff and works closely with them to interpret evaluation findings. Assists with monitoring program implementations to identify opportunities for improvement. Utilizes and maintains knowledge of evidence-based interventions and data surveillance policies. Assists with developing policy recommendations based on data and program findings and supports recommendations with current literature. Prepares data reports/updates for Chronic Disease Control Branch (CDCB) partners and stakeholders based on findings and newly emerging reports from other organizations. Identifies and prioritizes chronic disease indicators, analyzes new and innovative data tracking tools to monitor and assess chronic diseases such as Alzheimer's disease, CVD, diabetes, cancer, etc., including the monitoring of disease prevention, care, and delivery of care for all Californians. Provides consultation on research study designs and appropriate statistical and epidemiological methodologies and provides program evaluation recommendations. Acts as the scientific advisor and mentor to junior scientists, interns, and Cal-EIS fellows. Participates in the development and implementation of epidemiological/biostatistical seminars and encourages staff participation in various journal clubs. Develops, in partnership with the interns/fellows, the fellows' learning and skill-building experience and compilation of their final research/evaluation project for successful completion of their internship/fellowship.
- 25% Internal surveillance and epidemiology capacity building in chronic disease prevention and management: Incumbent attends data and policy workgroup meetings with internal (CDPH) and external (CDC, LHDs, etc.) partners to expand chronic disease epidemiology and evaluation collaboration. Attending these meetings may require in-state or out-of-state travel up to 5% of the time and may include overnight stays. Maintains professional competence through continual review of scientific and technical literature and data surveillance/exchange policies and data portals. Attends and presents at professional conferences and symposia that may require in or out of state travel and serves on task forces with local, state, and national organizations that address chronic disease surveillance and epidemiology efforts. Writes and publishes scientific journal articles and reports.

Marginal Functions (including percentage of time)

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: Brittany Hanson

Date: 9/7/2023