DUTY STATEMENT

Employee Name: Vacant
Classification: Research Scientist Supervisor I (Epi/Bio) Position Number: 580-370-5643-909
Working Title: Surveillance and Research Unit Chief Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: S10 Tenure/Time Base: Permanent/Fulltime
Center/Office/Division: Center for Healthy Communities Branch/Section/Unit: Substance and Addiction Prevention Branch/ Surveillance and Research Unit

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.

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

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.

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by protecting the public’s health, promoting health and wellness, and optimizing data and technology.

The Research Scientist Supervisor I (RSS I) (Epidemiology/Biostatistics) works under the general direction of the Health Program Manager III of the Substance and Addiction Prevention Branch (SAPB). Acts as the Surveillance and Research Unit Chief responsible for providing unique scientific expertise related to high-profile subject matter. Manages and supervises scientific staff in the development and implementation of the surveillance and research aspects of the substance use and addiction (e.g., cannabis, alcohol, overdose, and gambling) health education and prevention.
programs. The RSS I will oversee staff who conduct ongoing surveillance and research activities and conduct analyses and create reports for dissemination to diverse audiences. The incumbent is responsible for the scientific and research vision of the Branch, participates in the development of public health policy, and serves as a spokesperson regarding scientific issues related to substance use and addiction prevention. The RSS I will be responsible for ensuring the scientific quality of administrative and research reporting requirements. Some travel will be required to attend meetings and conference presentations, which may include overnight stays.

**Special Requirements**

- ☒ Conflict of Interest (COI)
- □ Background Check and/or Fingerprinting Clearance
- □ Medical Clearance
- ☒ Travel: 5% In and Out of State Travel. Some overnight stays may be required.
- □ Bilingual: Pass a State written and/or verbal proficiency exam in
- □ License/Certification:
- □ Other:

**Essential Functions (including percentage of time)**

35%  Supervises a team of scientists in the Surveillance and Research Unit. Ensures the scientific quality of administrative and research reporting requirements through establishing quality standards, coaching staff, and monitoring progress toward deliverables. Advises, leads, and conducts research studies to identify system, risk, and behavioral patterns and social determinants of substance-related health impacts. Integrates internal scientific evaluation, external research, and political realities in making recommendations about public health interventions and policy. Develops, coordinates, and implements broad scientific initiatives within the Branch that includes coordinating multi-level studies, conducting complex statistical analytic techniques, identifying and securing sources of rapid substance use and addiction data, and interpreting findings that inform internal and external decision makers. Develops and provides scientific tools and measures to make the Branch more efficient. Collaborates with other Branch staff, actively identifies and prepares grants for new sources of surveillance and research support from state and national agencies. Provides consultation on scientifically complex problems to internal staff and contractors. Provides consultation on contract procurements and contract management to the Branch Chief. Oversees the development of procurements and scientific criteria related to surveillance and research studies. Conducts regular meetings with staff of the Surveillance and Research Unit and annually evaluates work and provides direction for individual development plans. Coordinates and collaborates with the SAPB Epidemiology and Evaluation Unit on scientific projects.

30%  Collaborates with state and local entities to develop, design, and implement highly complex surveillance systems involving multiple data sets. Oversees and leverages data and electronic materials to benefit the program, including effective data and material collection, dissemination and utilization. Explores new methodologies to collect surveillance and research data. Develops new projects to examine the impact of new data collection methods, examine the predictive ability of data, and explore external funding mechanisms or partnerships. Develops, conducts, and leads special projects to predict the effectiveness of various proposed interventions, where the predictive studies would use formative data and result in measures of
predicted effectiveness, such as knowledge, attitude, and behavior change, cost-effectiveness, population, and health impact. Makes independent science-based decisions and policy recommendations to Branch Chief and Departmental leadership, with implications for statewide priorities and programs. Reviews Surveillance and Research Unit staff work products and prepares data for dissemination to stakeholders. Evaluates, redesigns, and expands methods for placing analyzable data on the Web for broad public dissemination (e.g., California Overdose Surveillance Dashboard, California Cannabis Surveillance Dashboard, and Substance and Addiction Prevention Branch Website).

20% Acts as a statewide scientific expert and provides guidance to the national substance use and addiction prevention community. This includes providing data to support policy recommendations. Provides scientific leadership and technical scientific consultation to other researchers on a statewide level, including agencies such as the Department of Health Care Services, Department of Justice, and Department of Cannabis Control. Conducts highly specialized phases of major scientific projects such as preparing complex research designs, developing complex analytic plans, developing complex sampling strategies, and applying complex weighting and scientific analytic statistical methods. Presents on the public health aspects of substance use and addiction prevention at local, state, and national meetings and conferences. Coordinates with national organizations and academic centers. Provides recommendations to the Branch Chief and Center leadership.

10% Interprets scientific research findings for other California State agencies, as well as other state and national public health organizations. Disseminates scientific study findings through the preparation of scientific reports, publications, and presentations of scientific findings to a variety of audiences, including appropriate elements of state government, the public, and scientific community. Provides technical scientific consultation to in-house scientists on data management, statistical software, and data analyses. Provides technical consultation to non-scientist in-house staff for informing, implementing, and monitoring substance use and addiction prevention programs.

### Marginal Functions (including percentage of time)

5% Performs other 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.)

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**HRB Use Only:**

Approved By: MD

Date 8/24/22