DUTY STATEMENT

Employee Name: Position Number: 580-340-5647-909

Classification: Research Scientist Supervisor I (Social/Behavioral) Tenure/Time Base: Permanent/Full-Time

Working Title: Chief, Violent Injury Prevention Data Unit Work Location: 1616 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: S10 Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: Center for Healthy Communities
Branch/Section/Unit: Injury and Violence Prevention Branch (IVPB)/Epidemiology, Surveillance and Evaluation Section/Violent Injury Prevention Data 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.

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 protecting the public’s health, promoting health and wellness, and optimizing data and technology.

Under the general direction of the Research Scientist Supervisor II (RSS II), Chief of the Epidemiology, Surveillance and Evaluation Section, the Research Scientist Supervisor I (RSS I) (Social/Behavioral) functions as Chief of the Violent Injury Prevention Data Unit and provides daily...
supervision to civil service employees, including Research Scientists at the I, II, and III levels whose work includes addressing violence-related issues (e.g., suicide, homicide). The RSS I is responsible for recruiting, training, and supervising the work of state civil service research scientist staff. The RSS I provides scientific oversight and ensures scientific integrity of surveillance and social and behavioral research conducted by IVPB. The RSS I makes independent and complex decisions related to the design, implementation, analyses, and conclusions drawn from scientific studies to ensure accuracy. The RSS I represents IVPB with state and national public health, university, and research personnel regarding scientific studies; coordinates scientific studies with other federal and academic institutions to provide input and address the needs of CDPH.

This position includes minimal travel in-state and out-of-state (5%), which may include overnight stays to participate in meetings, trainings or conferences, including overnight stays.

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<th>Special Requirements</th>
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<td>30% Provides administrative guidance, direction, and expert consultation to staff regarding planning, organizing and directing injury surveillance and related social and behavioral research that are complex and broad in scientific scope. Ensures that the design, implementation, and analysis of epidemiologic investigations apply the appropriate statistical, sampling, survey techniques, and biologic theories in order to draw appropriate and sound conclusions. Supervises the development of request for proposals, interagency agreements, and grant applications. Reviews and approves scopes of work and budgets negotiated by subordinate staff. Recruits, interviews, hires, trains, and rates the performance of all immediate subordinate staff. Ensures the program adheres to departmental policies including those related to affirmative action.</td>
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<td>30% Directs the overall design, quality assessment, maintenance, analysis, and report production from databases capturing injuries resulting in death, hospitalization and outpatient treatment. The incumbent oversees the maintenance of injury databases, ensures confidentiality protections in their use, and ensures studies and collaborative research projects are in accordance with the mandates and directives of the State Committee for the Protection of Human Subjects. The incumbent develops relationships with data suppliers such as the California Center for Health Statistics, Office of Statewide Health Planning and Development, Department of Finance, the Departments of Developmental Services and Health Care Services, National Center for Health Statistics, and other private local, state, federal and international entities in order to obtain needed data.</td>
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20% Coordinates and oversees responses to public data requests for information on injury problems and their risk and protective factors. Represents CDPH in the area of injury surveillance and epidemiology and serves as a liaison to local, state, and federal agencies developing research, health promotion and prevention policies and programs. Provides expert consultation to departmental programs, other researchers, and policy analysts on complex issues related to the occurrence, prevention, and control of injury problems and their risk factors. Develops recommendations regarding surveillance, evaluation and policy needs and develop proposals, studies and data summaries to meet these needs.

15% Facilitates the translation and dissemination of scientific study findings through the preparation of scientific reports and publications, presentations, policy briefs, podcasts and other communications which present and interpret the results of surveillance and research findings and their policy implications to appropriate elements of state government, the public, and the scientific community. Makes presentations at scientific meetings and prepares articles for publication in scientific journals.

### Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

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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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**HRD Use Only:**

Approved By: AV  
Date 12/2/2022
DUTY STATEMENT

Employee Name: Vacant

Position Number: 580-340-5643-909

Classification: Research Scientist Supervisor I (Epi/Bio)

Tenure/Time Base: Permanent/Full-Time

Working Title: Chief, Violent Injury Prevention Data Unit

Work Location: 1616 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: S10

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

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