DUTY STATEMENT

Employee Name: Vacant

Position Number: 580-520-5594-009

Classification: Research Scientist III
(Epidemiology/Biostatistics)

Tenure/Time Base: Permanent/Full-Time

Working Title: Lead Data System and Monitoring Scientist

Work Location: 1615 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit: R10

Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division

Branch/Section/Unit: Program Evaluation and Data Systems / Adolescent and Perinatal Program Evaluation / Perinatal Program Evaluation and Data

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 working on data and evaluation efforts of Maternal, Child and Adolescent Health (MCAH) programs such as Black Infant Health and the Perinatal Equity Initiative, which promote the health and wellness of participating mothers and birthing people, families, and children.

The incumbent works under the general direction of the Research Scientist Supervisor (RSS) I, Perinatal Program Evaluation and Data Unit Chief. The Research Scientist (RS) III Epidemiology/Biostatistics serves as a highly skilled professional with responsibility for planning,
organizing, and carrying out projects of highly developed scientific scope and complexity related to the data collection, data management, and analysis, for the monitoring and evaluation of federally and state funded MCAH programs. The goal of the RSIII work is to produce valid data that is meaningful to all interested parties for the equitable evaluation and improvement of the prevention efforts of MCAH programs and contribute to the elimination of health disparities. The RS III also provides leadership for the configuration, maintenance, and operations of cloud-based data systems. The RS III will maintain expertise in the latest, state-of-the-art, methods and frameworks relevant to evaluation of MCAH programs.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: This position includes some statewide and local travel or visits, up to 5% to implementing sites and professional meetings.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

**35%** Provide scientific monitoring and evaluation leadership for the Black Infant Health (BIH) program and assist and collaborate in the monitoring and evaluation of other MCAH programs and initiatives (e.g., Perinatal Equity Initiative). Maintain a working knowledge of major studies in the peer-reviewed literature related to evaluation science, maternal and child health, and health disparities, particularly topics related to those the position is charged to evaluate. Responsible for the design, configuration, maintenance, integrity, and reliable operation of the BIH cloud-based data system, in collaboration with other scientific staff, program consultants, model developers, local implementing agencies (LIAs), ITSD, and software vendor(s). Lead a team of lower-level scientific staff in the configuration and maintenance of the data system, data quality processes, data system updates, data entry trainings, and preparation of analysis files. Ensure data operations conform to State of California information technology requirements, and requirements for the protection of confidential data.

**35%** Lead the development and implementation of live data reports within the data system using Business Objects Web Intelligence. Collaborate with MCAH staff including management and lower-level research and program staff, LIAs, statewide advisory groups, and contractors to identify data collection and reporting needs, to develop monitoring plans with an equity perspective, and to ensure that the data system serves program evaluation needs. Conduct regular BIH program data analyses for program monitoring, including organizing, cleaning, standardizing, applying appropriate statistical methods and software (SAS), and creating monitoring reports.

**20%** Lead the scientific planning, design, statistical analysis, interpretation, and writing of BIH program implementation evaluation reports, including indicators and contextual narratives, for the continuous assessment of the BIH program as required by legislative or funding
requirements. Collaborate with MCAH staff including management and lower-level research and program staff, LIAs, statewide advisory groups, and contractors to interpret the results of the implementation evaluation of the BIH program. Support other lead scientists in the planning, design, statistical analysis and interpretation of BIH program outcome evaluations. Conduct scientific research studies of highly developed scope and complexity to identify differences in risk-factors and health outcomes among sub-groups of program participants and target populations. Collaborate with programmatic and scientific leadership to develop and execute data-informed methods using population-based data to identify communities in greatest need for services. Develop data dissemination products for multiple internal and external audiences. Review scientific reports, papers and products written by lower-level staff to ensure consistency, accuracy and appropriate depth of reported methods, results, conclusions, and recommendations.

5% Serve as an expert researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor’s Office, including time sensitive and confidential “drills” from the Director’s Office, or responding to inquiries from the public. Attends staff meetings, prepares correspondence, participates in federal reporting, local agency site visits, contract solicitations, contract monitoring.

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<td>5% Performs other job-related duties as required.</td>
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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: EJ

Date 12/8/22
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Essential Functions (including percentage of time)

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