DUTY STATEMENT

Employee Name:  
Position Number: 580-353-5643-909  
Classification: Research Scientist Supervisor I (Epidemiology/Biostatistics)  
Tenure/Time Base: Permanent, Full-Time  
Working Title: Emergency Preparedness Team Unit Chief  
Work Location: 850 Marina Bay Parkway, Bldg. P, 3rd Floor Richmond, CA 94804  
Collective Bargaining Unit: S10  
Position Eligible for Telework (Yes/No): Yes  
Center/Office/Division: Center for Healthy Communities  
Branch/Section/Unit: Environmental Health Investigations Branch/Exposure Investigations Section/Emergency Preparedness Team 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 enhancing emergency preparedness and response goals for natural disasters and hazardous materials releases, with a particular emphasis on issues related to community exposures and community health implications.

The incumbent works under the general direction of the Environmental Program Manager I Chief, Exposure Investigations Section. The Research Scientist Supervisor I (RSS I) Epidemiology and
Biostatistics (Epi/Bio), Emergency Preparedness Team Unit, serves as the Chief of the Environmental and Occupational Emergency Preparedness Team (E&O EP Team) within the Center for Health Communities, Environmental Health Investigations Branch, and provides administrative, technical, and scientific oversight for the planning, organization, and direction of the E&O EP Team. The RSS I oversees staff activities, manages team funding, and provides support for the following: developing and delivering trainings and outreach materials; integrating into CDPH’s emergency response infrastructure; advocating for inclusion of equity into emergency management and response; assisting in improving technical infrastructure for surveillance and disaster epidemiology; and conducting public health investigations.

The RSS I is responsive to CDPH management and the Centers for Disease Control and Prevention (CDC) to direct workload, respond to specific drills and assignments, report on activities and impacts/outcomes, and coordinate with the associated community-based, local, state, tribal, and federal stakeholders. The RSS I exercises a high degree of initiative, flexibility, and originality in a substantial decision-making role, in the day-to-day management and direct supervision of professional staff.

**Special Requirements**

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [x] Travel: 15% in-state, may include overnight.
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

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

45% Acts as Chief of E&O EP Team, responsible for fulfilling goals and deliverables related to emergency preparedness and response as outlined in the E&O EP Team’s annual Public Health Emergency Preparedness (PHEP) workplan. Supervises and directs the work of professional staff, including staff development, performance evaluations, and workforce planning. Oversees all necessary administrative activities, program budgeting, PHEP workplan development and deliverables reporting. Coordinates with emergency management stakeholders, including CDPH’s Emergency Preparedness Office, to ensure the integration of E&O EP Team into CDPH’s emergency response structure. Uses an equity lens to identify and engage with vulnerable populations and communities and non-governmental stakeholders. Leads and maintains Environmental & Occupational Incident Response Groups, makes activation decisions in collaboration with Center and Branch leadership, and serves as Incident Response Group Director when activated.

30% Provides consultation and recommendations related to community preparedness related to hazardous facilities and develops solutions for emergency responder safety and health issues for CDPH and state, local, and tribal agencies in California. Leads public health investigations, including development of protocols and methods, coordination with stakeholders, interpretation of results, writing reports and publications. Reviews and distributes surveillance summaries to affected jurisdictions.
10% Helps develop and participate in drills, exercises, and trainings related to environmental incident preparedness, and in response to actual events. Represents CDPH and/or Environmental and Occupational Emergency Preparedness Team in a variety of venues.

10% Provides overall direction for the Environmental and Occupational Duty Officer system and serves as a Duty Officer for approximately 4 weeks/year. This entails 24/7 availability for response to hazardous materials releases, coordination with appropriate authorities (other federal and state partners, local environmental and public health officials, and first responders, among others), providing technical support, and helping mobilize Center resources, as appropriate, to assist CDPH and other parties in a variety of activities necessary for response.

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<th>Marginal Functions (including percentage of time)</th>
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<td>5% Participates in EHIB’s Public Inquiry System. Performs other job-related duties as assigned.</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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<th>Supervisor’s Name:</th>
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HRD Use Only:
Approved By: CW
Date 10/5/2022