DUTY STATEMENT

Employee Name: Vacant
Position Number: 580-520-5582-009
Classification: Research Scientist II (Epidemiology/Biostatistics)
Tenure/Time Base: Permanent/Full-Time
Working Title: Data and Evaluation Scientist
Work Location: 1615 Capitol Ave, 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 Branch / Adolescent and Perinatal Program Evaluation 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 Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by maintaining a proactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The incumbent works under the general supervision of the Research Scientist Supervisor II, Chief of the Adolescent and Perinatal Program Evaluation Section. The Research Scientist (RS) II (Epidemiology/Biostatistics) will plan, organize, and carry out discrete data and evaluation projects of moderate scope and provide epidemiological data and evaluation related scientific consultation for
local and state staff related to topics of maternal, child and adolescent health, with a focus on behavioral health.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% travel required for local agency site visit. Visits might be statewide and may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

40%  Gather, process, and prepare program data files of moderate scope on behavioral health for data visualizations using Tableau. Identify appropriate population level epidemiological data to provide contextualization to program data visualizations and messaging. Conduct comprehensive and systematic literature reviews; communicate findings through scientific products, such as written technical reports, data visualizations, oral presentations, fact sheets, and manuscripts. Develop and present data visualizations and other data driven methods to identify opportunities for innovation and implementation of evidence-informed strategies related to primary prevention of behavioral and mental health conditions and the integration of life course and community-based resiliency building efforts. Conduct scientific research studies of moderate scope and complexity, including organizing, cleaning, standardizing, and applying appropriate Statistical Analysis System (SAS) code. Adhere to information security and confidentiality requirements and apply appropriate data suppression techniques.

40%  Provide epidemiological data and evaluation related scientific consultation (including application of results-based accountability framework) to MCAH programs, program implementation teams and local health jurisdictions (LHJs) to support data collection or data interpretation. Review surveillance data, data collection tools and protocols as needed. Provide scientific consultation to support LHJs data interpretation and engagement with interested parties with varying levels of scientific background, including community members, public health professionals and other scientific staff. Design data products for use at the local level. Conduct routine and ad hoc data trainings.

10%  Maintain a working knowledge of major studies in the peer-reviewed literature related to evaluation science, epidemiological data analysis methods, behavioral health, and health disparities, particularly topics related to those the position is charged to evaluate. Attend staff meetings, prepare correspondence, participate in mandated reporting, local agency site visits, contract solicitations, and contract monitoring.

5%  Serve as a 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.
Keeps manager updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Develops and builds skills through structured classes and individual research.

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

5% Performs other work-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: EJ

Date 12/14/22
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