DUTY STATEMENT

Employee Name: 
Position Number: 580-805-5643-001

Classification: 
Research Scientist Supervisor I (Epidemiology/Biostatistics) Tenure/Time Base: Permanent/Full Time

Working Title: 
Data & Research Unit Supervisor Work Location: 850 Marina Bay Parkway
Richmond, CA 94804

Collective Bargaining Unit: S01 Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: 
Center for Health Care Quality Branch/Section/Unit: Healthcare Associated Infections Program

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

Job Summary: The Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics), Healthcare Associated Infections (HAI) Program, provides administrative and programmatic supervision and leadership for the Data and Research Unit of the Program; conceives, plans, and directs healthcare associated infections and process measure surveillance programs; and directs innovative epidemiologic studies on healthcare associated infections of broad scientific scope and complexity. In coordination with the HAI Program Prevention Epidemiology Unit lead, the RSS I plans, organizes, and directs long-range program studies that cover a broad scope of activities, including, but not limited to: (1) maintains systems for statewide surveillance of healthcare associated infections and process measures reported through the National Healthcare Safety Network, as well as ancillary sources, such
as the Department of Health Care Access and Information; (2) directs the analyses and writing of
detailed technical reports regarding statewide surveillance data of healthcare associated infections and
process measures, such as influenza vaccination in healthcare personnel; (3) conducts analytic studies
to assess the epidemiology of healthcare associated infections in California; 4) aids in conducting
epidemiologic investigations of reported healthcare associated infections and outbreaks; (5) develops
research grants proposals to conduct innovative research in epidemiology including metrics of
healthcare associated infections.; (6) represents the Data and Research Unit of the Program on
appropriate subcommittees of the Healthcare Associated Infections Advisory Committee.

The incumbent works under general direction of the Chief, Healthcare Associated Infections Program.

### Special Requirements

- ☒ Conflict of Interest (COI)
-☐ Background Check and/or Fingerprinting Clearance
-☐ Medical Clearance
-☒ Travel: 10% for meetings and training.
-☐ Bilingual: Pass a State written and/or verbal proficiency exam in
-☐ License/Certification:
-☐ Other:

### Essential Functions (including percentage of time)

40% Provides administrative and programmatic supervision and leadership in planning, organizing,
and directing the work of the Data and Research Unit of the Healthcare Associated Infections
Program. Serves as Unit Chief and supervisor for a multidisciplinary staff. Serves as the lead
for the research scientist and analyst staff of the Healthcare Associated Infections Program.
Directs strategic planning efforts and development of program goals and objectives. Prioritizes,
reviews, and assigns workload to Data and Research Unit staff, to assure that program
mandates, goals, and objectives are met. Recruits, hires, and trains staff. Determines staff
training needs and recommends staff development. Evaluates staff performance and initiates
corrective action where appropriate.

25% In coordination with the HAI Program Prevention Epidemiology Unit lead, directs the analyses
of all relevant epidemiologic information used to assess and control healthcare associated
infections, to support program, policy, and legislative initiatives, and to meet the requirements
of federal grant guidance and mandates. The RSS I direct the writing of the technical reports
on healthcare associated infections and process measures in California, which includes the
annual summaries of healthcare associated infection surveillance programs, as well as annual
reports on the influenza vaccination of healthcare personnel and other process measures. The
RSS I identify areas where information is not available and proposes studies to generate
necessary information. Conceives, plans, and conducts research projects and intervention
effectiveness studies of broad scientific scope and complexity, and conducts highly specialized
phases of major scientific investigations of that require coordination with professional staff from
other State, local, or Federal agencies. Studies may include areas such as (a) analyses of
legislatively mandated healthcare associated infections data; (b) epidemiologic investigations
and the development of surveillance systems to evaluate healthcare associated infections.
Projects involve coordination of multiple disciplines (epidemiology, surveillance, laboratory
science, preventive medicine, and health education) and collaboration with multiple organizations (e.g., Centers for Disease Control and Prevention, California Conference of Local Health Officers, local health department communicable disease control programs, California Hospital Association, and community-based organizations).

10% Conceives, plans, and directs the development of research grant proposals for outside funding to supplement and extend research efforts on healthcare associated infections. Presents and publishes scientific papers using data gathered in the program.

10% Represents the Healthcare Associated Infections Program on specific epidemiologic issues to the Department of Public Health and to Centers for Disease Control and Prevention, through serving on advisory committees, interagency task forces, professional meetings, etc. Presents scientific research or investigations to public health experts within California and nationally. Directs the preparation of technical reports, lay and scientific articles for publication. Reviews communicable disease control regulations, requests for proposals, bill analyses, budget change proposals, legislative proposals, grant proposals, and other documents to ensure they meet federal and state guidelines and requirements.

10% Advises the Program and Center administration concerning research needs and programs and represents the Program in promoting, explaining, and coordinating policies addressing healthcare associated infections epidemiologic issues. Conceive, plans, and directs the design, planning, organization, and conduct of epidemiologic investigations of illness caused by or potentially caused by healthcare associated infectious diseases. Provides oversight for epidemiologic, analytic and data management support to program staff for field investigations.

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

5% Attends professional conferences and training sessions. Performs other duties as necessary.

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.

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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.)

HRD Use Only:
Approved By: DS
Date 12/21/2022