

DUTY STATEMENT

Employee Name:	Position Number: 580-427-7716-002
Classification: Public Health Medical Officer III Epidemiology - Supervisory	Tenure/Time Base: Permanent/Full Time
Working Title: Clinical Epidemiology Unit Chief	Work Location: 850 Marina Bay Parkway, Bldg. P, 2 nd Floor Richmond, CA 94804
Collective Bargaining Unit: S16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center of Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: COVID Control Branch/Medical Epidemiology 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 performing a critical role in furthering surveillance and response efforts for influenza, COVID-19, respiratory syncytial virus (RSV) and other priority infectious diseases of interest to the state of California to advance science, support public health practice, and inform policymaking.

The COVID-19 Control Branch (CCB) provides scientific leadership and strategic surveillance of respiratory viruses to inform public health decision-making and action. Founded in 2023 and building on lessons learned through the CDPH COVID-19 response, our Branch utilizes genomic

epidemiology, and wastewater surveillance in addition to traditional disease surveillance methods, to monitor respiratory virus disease activity in California. The branch is also poised to support other respiratory disease outbreaks as they emerge.

As the unit chief for CCB's Medical Epidemiology unit, this position supervises a multidisciplinary team to implement and improve CDPH's seasonal and novel respiratory virus surveillance and response systems; leads initiatives to utilize surveillance data to make public health recommendations and evaluate interventions; identifies opportunities to integrate new surveillance methods and information systems as they evolve; provides leadership and operational support in outbreak response activities for emerging and novel respiratory viruses, including leadership roles in Incident Command System (ICS) structures; provides expert consultation on respiratory virus epidemiology to other State programs and to local health departments; acts as liaison between the department and other medical institutions or agencies cooperating in studies of mutual interest; advises on and participates in training of students, residents and fellows in programs of epidemiology, infectious disease and preventive medicine; prepares research grant applications, articles for publication, and reports; reviews and evaluates research studies and methods in specialized areas of respiratory virus epidemiology and control measures; and addresses professional and lay groups.

The incumbent works under the administrative direction of the Public Health Medical Administrator I (Branch Chief) of the COVID-19 Control Branch.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Supervises a multidisciplinary team to implement and improve CDPH's seasonal and novel respiratory virus surveillance systems. Leads initiatives to utilize surveillance data to make public health recommendations and evaluate interventions. Identifies opportunities to integrate new surveillance methods and information systems as they evolve. Facilitates collaboration among local, State, and Federal public health agencies and other partners to lead scientific investigations and research studies. Makes independent, original decisions on complex scientific and public health problems, directing the analysis of all pertinent scientific, technical, medical, and other information. Oversees the preparation of technical reports and scientific articles for publication, ensuring high standards of quality and accuracy.
- 30% Provides medical and technical consultation to respiratory virus epidemiology teams, local health departments, healthcare providers and other partners regarding prevention and control measures, laboratory testing, and treatment of respiratory viruses. Offers leadership and operational support for outbreak response activities related to emerging and novel respiratory viruses, assuming leadership roles in Incident Command System (ICS) structures to

coordinate public health interventions and response efforts.

- 15% Serves as a spokesperson and senior level clinical advisor for the COVID Control Branch, representing the branch in high-level engagement with the Department of Public Health and the Centers for Disease Control and Prevention (CDC). Actively participates on advisory committees, interagency task forces and multidisciplinary working groups to represent CA amongst various national stakeholders including CDC and Council of State and Territorial Epidemiologists (CSTE) to shape nationwide policies and programming. Examples include case definition position statement working groups, emergency response and preparedness calls, and lead contributors to enhanced epidemiologic investigations for novel respiratory virus conditions. Presents scientific research or investigations to public health experts within California and nationally. Establishes and maintains productive relationship with the California Conference of Local Health Officers, the California Primary Care Association, other state and national organizations, including the CDC. Responds to media requests and prepares press releases. Makes recommendations for legal, legislative, and regulatory actions in public health policy development at the state and national levels. Directs the integration of information from studies and investigations into the decision-making process. Develops grant and budget change proposals as appropriate.
- 10% Maintains professional competence in the epidemiology, diagnosis and control of respiratory viruses, as well as immunization practice, infectious disease and preventive medicine. Serves on Branch's management team and supports collaboration across Branch units and across other branches/programs in the Division and Department.

Marginal Functions (including percentage of time)

5% Performs other duties as assigned.

☐ 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.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 06/20/25