

DUTY STATEMENT

Employee Name:	Position Number: <b>580-510-5580-909</b>
Classification: Research Scientist I (Social/Behavioral Sciences)	Tenure/Time Base: Permanent / Full Time
Working Title: WIC WISE Reports and Survey Researcher	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Data and Integrity Branch / Participant Analysis, Research and 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 advancing the health and well-being of California’s diverse people and communities. As an employee of the Data and Integrity Branch (DIB), the incumbent serves as part of a team that collects, analyzes, monitors, and leverages data, research, and policies to benefit, optimize and protect the Women, Infants, and Children (WIC) program and its participants, local agencies, and vendors.

The incumbent works under the supervision of the Chief, Participant Analysis, Research and Evaluation (PARE) Section, Research Scientist Supervisor I (RSS I). The Research Scientist I (RS I) conducts user acceptance and validity testing for the reports in WIC’s management information system, which is used by over 3,000 WIC Local Agency staff, to support data informed decision making; assists with report design and creating resources to maximize staff use of reports and promote data literacy. Plans, organizes, and conducts program Monitoring and Evaluation (M&E), behavioral research, and quality assurance activities to measure the effectiveness of WIC program activities; prepares data summaries, graphs, presentations, and reports. Assists CDPH/WIC program staff with survey development, administration, analysis, summaries and presentations; manages and responds to data requests.

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%

Conducts user acceptance testing of the Microsoft SQL Server Reporting Services (SSRS) reports within WIC’s data management information system—WIC Web Information System Exchange (WIC WISE); ensures report output meets design requirements; conducts and documents results from basic use case testing; applies appropriate statistical techniques to ensure reports generate valid numerical sums, averages and percents. Uses Structured Query Language (SQL) to query the reporting server then analyzes the data to independently validate the operationalization of basic SSRS reports. Documents and tracks report requests from WIC Local Agency staff and CDPH/WIC staff for new WIC WISE reports and modifications to existing reports. Assists in gathering report requirements from users; documents business rules, parameters, data fields, numerical calculations, and inclusion/exclusion criteria; and drafts report design documents. Completes trainings, workshops and meetings to become familiar with the data tables and structure of WIC WISE in order to assist with the design and testing of the SSRS reports; attends meetings and assists with analysis of WIC WISE design changes that may impact or necessitate new reports. Participates in the Data Users Committee, consisting of WIC Local Agency staff; assists with agenda development, workgroup assignments and reviewing initial reports drafted by the workgroups. Creates, updates and manages WIC WISE report resources, such as comprehensive user guides.
- 20%

Plans, organizes, and conducts program Monitoring and Evaluation (M&E) activities and behavioral research of a limited scientific scope. Assists with quality assurance activities to measure the effectiveness of WIC program activities, maximize participant enrollment and engagement in WIC, understand the barriers to participation, and operationalize and monitor quality of services provided. Applies appropriate statistical techniques to identify relevant participant characteristics (e.g., demographics, risk factors), WIC Local Agency attributes (e.g., county vs. non-governmental organization, location), and clinic business processes (e.g., service hours, staffing) to inform program modifications aimed at improving WIC enrollment, referrals, retention, and service quality. Works in consultation with other DIB researchers and program staff to develop and implement performance measures to operationalize, monitor, and evaluate program goals and objectives, applying appropriate research methods and statistical analyses. Prepares data summaries, graphs, briefs, presentations, and reports.
- 15%

Assists WIC program staff with survey data collection and analysis needs; acts as a technical scientific consultant. Develops qualitative and quantitative survey instruments by applying standard survey methodology to ensure validity and reliability of responses; administers surveys via software programs such as SurveyMonkey and Microsoft Forms; coordinates distribution of surveys via Teletask or similar communications technology. Analyzes quantitative and qualitative survey results using standard statistical techniques and interprets findings; creates survey report summaries which include tables, graphs and charts; presents results to internal and external partners. Administers the SurveyMonkey account for the Branch and manages the annual procurement process.
- 15%

Assists with monitoring, tracking and responding to data requests received from both internal and external partners, as well as the general public. Uses SQL and analytical statistical software (such as SAS and R) to extract data and conduct analyses. Produces tables, graphs, figures, and descriptive summaries that are appropriate for the knowledge level of the requestor; applies data de-identification methods to protect confidentiality, as needed. Participates in the peer review process to ensure data products from the Branch are accurate and complete. Monitors the data request email inbox, responds to routine and basic emails, and forwards more complex and general public data requests to identified research staff or the supervisor. Collaborates with research staff to meet federally required data reporting mandates, such as data submission for the annual Participant Characteristics project.

5%

Attends WIC Division, Branch, and Section meetings. Completes State- and CDPH-mandated trainings; follows and applies data security and confidentiality requirements and laws.

Marginal Functions (including percentage of time)

5%

Other duties as required.

☐ 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: AG

Date: July 24, 2025.