

**DUTY STATEMENT**

Employee Name:	Position Number: 580-407-5577-002
Classification: Research Scientist I (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: ADAP and Care Evaluation and Informatics Branch/Care Evaluation and Monitoring 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 overseeing and supporting data collection, analysis, evaluation, and research activities to assist the Care Evaluation and Monitoring (CEM) Section, ADAP Care Evaluation (ACEI) and Informatics Branch, and the HIV Care Branch.

The incumbent works under the supervision of the Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics), Chief of the CEM Section. The Research Scientist (RS) I is responsible for limited scope-complex aspects of data management of the HIV Care data system; ensures high quality data are collected through the data system; trains and supports Care Branch and provider staff

Confidential - Low

in the use of the data system; and completes limited scope and complexity statistical analyses of program data. The RS I also assists in developing, monitoring, and evaluating Clinical Quality Management (CQM) program and CQM performance measures for federally- funded Ryan White care programs.

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**Special Requirements**

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- ☐ 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:

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

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35% Monitors HIV Care Program (HCP) , the AIDS Medi-Cal Waiver Program (MCWP), and Housing Opportunities for People With AIDS (HOPWA) data collection efforts. Analyzes problems with program data collection and data reporting, develops appropriate solutions, and recommends appropriate courses of action. Provides consultation and complex technical assistance to HCP, MCWP, and HOPWA providers as it pertains to data collection and compliance reporting. Designs and implements routine data exchanges between the HIV Care data system and other data systems to maintain complete program data. Maintains and updates the web-based training modules and data collection tools for the HIV Care data system and acts as a liaison with federal partners at the Health Resources and Services Administration and U.S. Housing and Urban Development to ensure the HIV Care data system complies with federal data collection requirements. Participates in the data quality improvement team, which generates quality reports, develops technical assistance training for care providers, and presents data quality improvement webinars.

25% Collaborates with the research team staff within the section to design and implement the HIV Care data system. Assists in monitoring and maintaining HIV Care data system to ensure system integrity, data quality, and goal attainment by participating in meetings and communicating with system users . Assists in the design by providing inputs from system users and implementation of HIV Care data collection tools. Assists in developing training documents for users of HIV Care data system and HIV Care data collection tools. Provides technical assistance to HIV Care data system users by answering user inquiries via emails, phone calls, or virtual meetings. Works with other scientific staff from Local Health Jurisdictions (LHJs) and Community Based Organizations (CBOs) to analyze and interpret HIV Care data and to fulfill data requests from these organizations. Works with the Information Technology Services Division and other contractors to update HIV Care data system as needed. Provides technical consultation on how program data are collected and how data system is utilized to research and administrative entities within OA, other state agencies, LHJs, and CBOs on the HIV Care program data and system.

20% Independently conducts analytic and research projects of limited scope and complexity using program data on HCP, HOPWA, and MCWP in collaboration with ACEI Branch staff, HIV Care Branch staff, local, state, and federal partners, health care providers, and other stakeholders for program evaluation and federal reporting.

. Responds to internal and external ad hoc data requests as necessary. Uses Base SAS and SQL when analyzing and reporting data. Disseminates and prepares analysis, evaluation, and research findings for written reports, and articles for peer-reviewed journals and PowerPoint presentations at conferences and departmental/community forums. Develops and maintains program reports and presentations for dissemination to internal and external stakeholders and participates, as directed by the RSS I.

10% Assists in developing and implementing CQM program monitoring and evaluation processes for the federally funded Ryan White HIV/AIDS Parts B program with minimal supervision from the RSS I. Collaborates with ACEI Branch staff, HIV Care Branch staff, local, state, and federal partners, health care providers, and other stakeholders to evaluate program effectiveness and efficiency for CQM activities. Employs moderately complex program evaluation and analytic methods to implement quality improving activities. Proposes scientific program improvements and provides technical assistance to internal and external partners on implementing projects and program improvements.

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

5% Attends Division, branch and section meetings. Completes annual data security and confidentiality trainings for both CDPH and OA. Allows and promotes data confidentiality requirements and policies.

5% Performs other RS I 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: E. Lawler

Date: 7/29/25