

DUTY STATEMENT

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| Employee Name: | Position Number: 580-510-5590-005 |
| Classification: Research Scientist II (Social/Behavioral Sciences) | Tenure/Time Base: Permanent / Full Time |
| Working Title: Participant / Local Agency Monitoring & Evaluation 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, 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 general supervision of the Chief, Participant Analysis, Research, and Evaluation (PARE) Section, Research Scientist Supervisor I (RSS I). The Research Scientist (RS) II (Social/Behavioral Sciences) conducts scientific research studies and data analysis of moderate scientific scope and complexity related to the participation and engagement trends within the WIC program. The RS II theorizes and tests various hypotheses to understand participation differences within the WIC program; collects, analyzes and monitors data to assess the quality of services delivered by WIC local agencies; and evaluates program and health outcomes. The RS II develops data tables, figures, written summaries, reports, presentations, and articles for internal and external stakeholders.

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)

- 25% Develops and applies quantitative and qualitative research methods, and moderately advanced statistical methods to independently, and collaboratively conduct complex research studies and analyze data, including measuring the effectiveness of WIC program activities, maximizing participant enrollment and engagement in WIC, understanding the barriers to participation, and operationalizing and monitoring quality of services provided. Develops and maintains expert knowledge of the WIC administrative data; constructs innovative analytical methods to identify and monitor program participation; conducts quality assurance activities; identifies, accesses, and incorporates relevant external data sources, such as census and Department of Finance data. Applies appropriate statistical techniques to identify demographics, risk factors, other relevant participant and WIC Local Agency characteristics, and programmatic business processes to inform program modifications to improve enrollment, referrals, retention, and enhance service quality. Identifies system characteristics and processes reflecting “best practices” where enrollment, referrals, retention, and health outcomes are high. Conducts literature reviews; defining the nature and scope of the problem to be researched; applies appropriate scientific research methodologies and techniques to manipulate and analyze large databases; uses statistical software and Structured Query Language (SQL) to analyze data, including the application of moderately complex, descriptive, and inferential statistical techniques, such as multivariate analyses; interprets findings; and

prepares graphs, written summaries, briefs, State reports, poster presentations, and articles. Presents results to appropriate management and partners, and at professional meetings and conferences. Develops Tableau workbooks for interactive data visualization by CDPH/WIC and Local Agency staff.

- 25% Collaborates with Local Services Branch, Local Policy and Health Programs Branch, and PARE Section staff to develop and implement a monitoring and evaluation program to maximize program participation and enhance quality of services provided by WIC Local Agencies. Collaborates in the construction of performance measures to operationalize program goals and objectives; oversees the monitoring of the progress in achieving program goals and objectives; develops and disseminates monitoring and evaluation reports to inform internal and external stakeholders. Develops surveys to be completed by WIC participants and Local Agency staff; analyzes results and produces graphs and reports; presents results to internal and external partners.
- 20% Responds to the more complex data requests received from both internal and external stakeholders, as well as the general public. 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. Mentors lower-level research staff in the construction and analysis of various WIC data files; peer reviews code and final products from other PARE researchers. Collaborates with other Branch research staff to investigate, understand the structure of, and conduct quality assurance on the data stored in the WIC data management information system, WIC Web Information Exchange System (WIC WISE); assists with testing and quality assurance of new reports in WIC WISE.
- 15% Analyzes data from the Breastfeeding Peer Counseling (BFPC) program; provides summary statistics, multivariate analyses, and reports on breastfeeding trends by local agency, various local agency characteristics (such as size and relationship to county health department), participant demographics, and utilization of various BFPC program services. Evaluates the BFPC program by comparing breastfeeding outcomes for participants enrolled in the BFPC program to those not enrolled. Identifies local agency and participant factors and characteristics that result in higher breastfeeding outcomes and suggests programmatic changes to improve breastfeeding among all WIC postpartum participants. Assists with the design, validation and data integrity of the BFPC functionality in WIC WISE.
- 10% Completes Department and WIC mandatory trainings; follows, maintains, and promotes data security and laws; participates in and attends project, Section, Branch, and Division meetings.

Marginal Functions (including percentage of time)

5% Performs other job-related 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.)

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

HRD Use Only:

Approved By: AG

Date: 5/16/2024.