

DUTY STATEMENT - PROPOSED

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| Employee Name: | Position Number: 580-410-7716-001 |
| Classification: Public Health Medical Officer III Epidemiology | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Clinical and Epidemiology Science Officer | Work Location: Various locations available. Location to be determined upon hire. |
| Collective Bargaining Unit: U16 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for 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 control 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 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, wastewater surveillance and forecasting, in addition to traditional disease surveillance methods, to monitor respiratory virus disease activity in California. CCB is also poised to support other respiratory disease outbreaks as they emerge.

The Public Health Medical Officer III (PHMO III) provides consultation and expertise on respiratory viruses and illness to internal partners, local public health jurisdictions, and to the medical community by collaborating with epidemiologists to direct the analysis of enhanced surveillance data to understand respiratory illness trends and patterns. The PHMO III has direct responsibility to analyze, interpret and disseminate respiratory virus surveillance information to internal and external stakeholders.

The PHMO III interacts with other teams across CDPH, including Guidance and Policy, Office of Infectious Disease Preparedness and Response, the Healthcare Associated Infections Program, the Safe Schools team, the Occupational Health Branch, the Viral and Rickettsial Diseases Laboratory (VRDL), the CalConnect team, and the California Reportable Disease Information Exchange (CalREDIE), as well as multiple other internal and external partners involved in respiratory virus response efforts, including local health departments (LHDs) and the CDC.

The incumbent works under the administrative direction of the Public Health Medical Officer III (PHMO III) Supervisory, Chief of the Medical Epidemiology Unit.

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: Board Certified in Internal Medicine, Pediatrics, Family Medicine; and/or Infectious Diseases
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Develop projects to address public health challenges related to COVID-19 and respiratory viruses. This includes designing and monitoring of surveillance for manifestations of COVID-19 disease and respiratory illnesses. Create evidence-based guidelines and policies for respiratory virus prevention, treatment, and outbreak response, which includes synthesizing recommendations from agencies like the CDC. Partner with internal and external stakeholders (i.e. other branches within CDPH, local health departments, healthcare providers, other public health agencies) to implement projects and policies. Utilize epidemiological data to assess the impact of intervention and prepare reports and/or manuscripts to present the findings.
- 25% Provides expert consultation to CDPH and other state agencies, local health departments, doctors, and other healthcare partners on medical or epidemiological aspects of COVID-19 and respiratory viruses. Create and provide consultation on CDPH guidance for local health

departments and other stakeholders.

- 20% Maintains clinical competence in COVID-19 and respiratory virus diagnosis, treatment, and prevention. Stays current on rapidly changing medical and scientific knowledge of SARS-COV-2, influenza, RSV and other respiratory viruses; and shares this knowledge with stakeholders including CDPH leadership.
- 20% Participates in and presents on all-jurisdiction calls, meetings, and discussions to provide respiratory virus updates and information to local, state, and federal partners and stakeholders.

Regions

| Region | Counties | Available Headquarter Locations |
|-----------|---|---|
| Region II | Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma | Contra Costa: 850 Marina Bay Parkway, Richmond CA 94804 |
| Region IV | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo | Sacramento: 1616 Capitol Avenue, Sacramento CA 95814 |

Marginal Functions (including percentage of time)

- 10% Perform other work-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: JC

Date: 05/02/25