

DUTY STATEMENT

Employee Name:	Position Number: 580-407-5643-004
Classification: Research Scientist Supervisor I (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Chief, ADAP Fiscal Forecasting Section	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/ADAP Fiscal Forecasting 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 providing research data collection, research data reporting, research data analysis, program monitoring and evaluation, and research services to the ADAP branch, as well as the ADAP and Care Evaluation and Informatics Branch of the Office of AIDS (OA). The Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics) is responsible for developing, overseeing, and enhancing a statewide monitoring, evaluation, and research plan to assess the implementation and outcomes of federal and state HIV care and treatment services accessed by HIV-infected Californians.

The incumbent works under the general direction of the Research Scientist Manager (RSM) in the AIDS Drug Assistance Program (ADAP) and Care Evaluation and Informatics Branch. The RSS I (Epidemiology/Biostatistics) is responsible for the operation and supervision of the ADAP Fiscal Forecasting (AFF) Section.

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)

- 45% As Chief of the AIDS Drug Assistance Program (ADAP) Fiscal Forecasting (AFF) Section, the RSS I directs and oversees the ADAP Estimate Package. Supervises a multi-disciplinary staff, and participates in the formulation, improvement, management, and evaluation of the ADAPs budgetary and fiscal plans, program, and policies affecting the overall function of ADAP. The position also oversees the preparation of economic and demographic forecasts and analysis of various ADAP economic and demographic developments, oversees the regulatory review process, provides revenue estimates for the annual ADAP budget process, analyzes financial legislation, and evaluates financial developments significant to ADAP. Supervises and guides the development of complex statistical methodologies to estimate the impact of policy changes on ADAP's clients, services, and budgetary need. The RSS I also participates in the development of ADAPs new initiatives that affect the fiscal budget; reviews legislation with fiscal or programmatic impact; provides the ADAP Estimate briefings; testifies before legislative committees; and represents and negotiates for ADAP in the NASTAD Drug taskforce.
- 20% Oversees and improves upon the ADAP data collection and analysis systems to ensure the integrity of data collected is consistent with program goals, administrative needs, and federal reporting requirements, specifically for the ADAP Drug Rebate Invoicing, which generates over \$300 million annually. Works closely with ADAP program staff and Pharmacy Benefits Manager.
- 20% Provides Supervision to one Research Scientist III, one Research Scientist II, one Research Scientist I and a Health Program Specialist II in the collection, analysis, monitoring, evaluating, reporting and dissemination of ADAP Fiscal Forecasting data. This includes providing direction and staff development in research design, statistical procedures and analyses, and reviewing public reports and research articles for peer-reviewed journals. Ensures that staff are adequately prepared by providing training opportunities such as statistical analysis software. Handles the routine personnel activities of the Section (i.e., conducting staff recruitment and selection, preparing performance evaluations, and working with the Human Resources Branch, Performance Management Unit for Progressive Disciplinary needs.

- 10% Represents the Office of AIDS in various public, scientific and educational settings, presents findings of epidemiologic and/or evaluation research to other researchers and public health professionals, submits articles for publication in peer-reviewed scientific journals, and produces state reports and presentations for internal and external stakeholders.

Marginal Functions (including percentage of time)

- 5% Performs other work-related RSS 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: EL

Date: 10/22/2025