

DUTY STATEMENT

Employee Name:	Position Number: 580-428-5582-001
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Data Modernization and Demographics Epidemiologist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Informatics Branch

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 serving a vital role as an epidemiologist within the Informatics Branch (IB) of the CDPH Center for Infectious Diseases (CID).

The Research Scientist II (RS II) supports the modernization, integration, and interpretation of critical Center-wide data streams which enable reportable infectious disease surveillance in California. In this role, the RS II collaborates with IB staff and the Center for Infectious Diseases' (CID) programs to modernize data infrastructure and improve stakeholder access to reportable infectious disease

data under the purview of CID.

The RS II assists CID with collection, extraction, analysis, and interpretation of reportable infectious disease data to fulfill the Center's statutory obligations to characterize the burden of reportable infectious diseases among people of different races and ethnicities, sexual orientations, gender identities, and sexes assigned at birth, along with other key epidemiologic, clinical, and demographic disease determinants. The RS II also contributes to departmental-wide strategies that promote more effective collection, storage, analysis, interpretation, and dissemination of data that inform public health activities.

This work directly supports the mission of the Center for Infectious Diseases to protect the people of California from preventable infectious diseases and assist those living with an infectious disease in accessing timely and appropriate healthcare, medications and associated support services.

The incumbent works under the general supervision of the Research Scientist Manager of the Informatics Branch.

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% Facilitate the accurate and effective collection of demographic data from individuals suspected to be infected with an infectious disease in the state of California. Create and develop standardized data collection forms and implement them in CID surveillance systems. Review and provide input on technical documentation and policy guidance from CID, U.S. Department of Health and Human Services (HHS), CDPH Departmental leadership, and community partners to ensure compliance with demographic data collection standards. Collaborate with subject matter experts to interpret statutory guidance and coordinate with internal programs and local health departments to develop best practices for eliciting demographic data through tools such as electronic laboratory report (ELRs), electronic case report (eCRs), patient interview, etc.
- 25% Conduct and support the synthesis, analysis, and reporting of demographic data related to individuals suspected to be infected with an infectious disease in California. Develop and implement standards and best practices for data extraction, integration, and analysis. Collaborate with Program, Branch, and Departmental leadership to develop, publish, and automate an annual statewide report on infectious disease trends among people with different sexual orientation, gender identities, sexes assigned at birth, races, and ethnicities. Coordinate with programs and local health departments to contextualize findings, assess their implications for infectious disease surveillance and response activities, and develop tools for

reporting and visualization.

- 20% Participate in national, state, and local work groups focused on policies, and best practices for data collection, management, and dissemination best practices. Collaborate with local health departments and community partners to identify and promote effective demographic data practices. Respond to technical assistance requests and troubleshooting issues in coordination with CID, CDPH programs, and local health departments. partners related to collection and reporting of these data. Participates in ongoing and ad-hoc work groups, including those organized by the Council of State and Territorial Epidemiologists (CSTE) and the California Conference of Local Health Data Managers and Epidemiologists (CCLHDME). Actively participate in regular team, Branch, Division, and Center meetings, as well as strategic planning activities, trainings, and working groups. Represent CDPH in meetings with leadership, Local Health Departments (LHD), academic partners, and other key stakeholders.
- 15% Contribute to data modernization efforts within CID to enable interoperability of disparate data sets, enhance surveillance and response activities, reduce repetitive manual surveillance tasks undertaken by CID and LHD partners, and enhance the efficiency of the emergency response efforts in CID.
- 10% Perform other data collection, analysis, and reporting activities at the discretion of Branch, Center, or Departmental leadership to support CID in fulfilling departmental priorities, including emergency responses to emergent infectious diseases and other outbreaks.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles 320 West 4 th Street, Los Angeles, CA 90013 OR 3820 Cherry Avenue, Long Beach, CA 90807
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
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Diego 7575 Metropolitan Drive San Diego, CA 92108 San Bernardino 2151 Convention Center Way Ontario, CA 91764

Marginal Functions (including percentage of time)

5% Assist with any other duties as assigned in support of IB. Perform other job-related duties.

☐ 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: JC

Date: 11/03/25