

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-430-5594-003
Classification: Research Scientist III (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Research Scientist III	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
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: Immunization Branch/Vaccine Preventable Disease Epidemiology and Control Section/Immunization Registry and Preparedness 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 Immunization Branch.

The Research Scientist (RS III) [Epidemiology/Biostatistics (Epi/Bio)] develops, designs, and implements methods to analyze, evaluate, and disseminate data from the California Immunization Registry (CAIR) and other relevant data sources to define immunization coverage gaps, focus and drive

improvement efforts, and reduce health inequities in vaccine-preventable diseases. Immunization information systems like CAIR are a crucial tool in protecting communities from vaccine-preventable diseases. By analyzing CAIR data, the RS III supports CDPH's mission to advance the health and well-being of California's diverse people and communities. The RS III also supports the Immunization Branch's strategic plan, which aims to provide leadership and support to efforts to protect the population from vaccine-preventable diseases. The RS III (Epi/Bio) may also serve as a lead to lower-level scientists.

The incumbent works under the general direction of the Research Scientist Supervisor I (RSS I) of the Immunization Registry and Preparedness 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:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Leads and collaborates on projects related to immunization coverage and vaccine equity. Develops and implements epidemiological methods and models to assess vaccination coverage and inequities and gaps in coverage. Estimates the effectiveness and impact of various vaccines and vaccine allocation strategies. Performs advanced statistical and epidemiologic analysis of CAIR data and other data sources to determine vaccination coverage patterns and trends. Extracts and analyzes data from multiple data sources. Performs record linkage to supplemental datasets such as disease surveillance, school immunization coverage or birth certificate data. Identifies opportunities to enhance CAIR data. Disseminates findings, recommendations, and implications of data analysis projects, project evaluation, research, or other activities through peer-reviewed publication, professional conferences, seminars, and/or other forums as needed.
- 30% Uses epidemiologic and public health informatics expertise to lead and manage the development of datasets, dashboards, and other reports that characterize vaccination progress and disparities in immunization coverage. Designs user-friendly data visualizations for a variety of audiences, including CAIR data submitters and provider outreach teams. Provides expertise for the development and improvement of new versions of CAIR and related data systems.
- 15% Provides epidemiologic and biostatistics consultation and technical assistance to CAIR users, including local health departments and health plans on generating and interpreting reports and analyses from CAIR data. Assesses and meets the CAIR data needs of other Branch sections including Vaccines for Children, other CDPH programs (e.g., pandemic flu preparedness, Medi-Cal, vital records, WIC, etc.), health systems, organizations, and external researchers.

- 10% Maintains expertise in public health informatics, epidemiologic methods, and tools (e.g., geographic information systems), through review of scientific literature and participation in national and state working groups, professional conferences, and training. Maintains a thorough understanding of clinical decision support tools for immunization, the current recommendations of the Advisory Committee on Immunization Practices, and AIRA immunization registry standards.

Marginal Functions (including percentage of time)

- 5% Performs other RS III work-related 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: 11/14/2025