

DUTY STATEMENT

Employee Name:	Position Number: 581-370-5582-001
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-time
Working Title: Substance and Addiction Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch / Substance Use Research and Evaluation Section / Surveillance and Analytics 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 protecting the public's health, promoting health and wellness, and optimizing data and technology.

Under the general supervision of the Research Scientist Supervisor (RSS) I, the Research Scientist (RS) II (Epidemiology/Biostatistics) will participate in the development and implementation of public health surveillance related to substance use, overdose, and addiction. The RS II will plan, organize, and carry out scientific research studies of limited to moderate scientific scope and complexity, evaluate and prepare data, develop surveillance and research indicators and tools, conduct ongoing

analyses and surveillance, design and maintain data visualizations, and write up reports, manuscripts, data briefs, and fact sheets for dissemination to diverse audiences. The RS II will be responsible for ensuring the scientific quality of all data prepared for administrative and research reporting requirements.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% In-state travel. Some overnight stays may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Analyzes epidemiological and other scientific data limited to moderate complexity to identify trends in substance use, overdose, addiction and associated factors, including systems-level and social determinants and risk and protective factors. Uses statistical software (e.g., SAS) to manage, integrate, link, and analyze data. Ensures the scientific quality of all data prepared for administrative and research reporting requirements. Fulfills data requests from in-house staff, the public, media, partners, and stakeholders. Serves as the main point of contact for inquiries and technical assistance requests. Coordinates assigned analyses with related surveillance efforts and interprets findings to make recommendations to Unit, Section, and Branch Managers.
- 25% Participates as a member of a multi-disciplinary, high-level team implementing and maintaining a surveillance system involving multiple agencies, data sources, and indicators for substance use, overdose, and addiction surveillance. Works with partners (e.g., coroners, medical examiners, other CDPH branches and offices, and other state departments) to gather relevant data. Contributes to the development of data sharing agreements, shared indicators, and dissemination strategies tailored to diverse audiences and formats.
- 20% Interprets and prepares data for dissemination to inform and educate policymakers, the public, local health departments, and local public health organizations. Develops reports, data briefs, fact sheets, publications, and web content for the Substance and Addiction Prevention Branch. Uses data visualization tools to publish summary substance use, overdose, and addiction data and ensures scientific accuracy in all communication and educational materials related to substance use and its health effects.
- 15% Provides technical consultation to scientific and non-scientific staff on data collection, data management, statistical software, data visualization, data analyses, and implementing, monitoring, interpreting, and evaluating substance use, overdose, and addiction data to align scientific and programmatic goals and priorities. Provides technical assistance and scientific support, such as writing grants and project proposals and reviewing grant applications and proposals.

- 10% Engages in advisory groups and scientific forums to promote accurate interpretation and dissemination of complex substance use, overdose and addiction data. Collaborates with national organizations, epidemiologists, and public health experts and coordinates this data work with related substance use, overdose, and addiction surveillance and research efforts. Participates in the presentation of scientific findings to CDPH leadership, program stakeholders, and at scientific and professional meetings. Provide technical and scientific consultation to other researchers and state and local public health entities on access to, use, and analysis of substance use, overdose, and addiction data from multiple sources.

Marginal Functions (including percentage of time)

5% Perform other 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: DN

Date: 11/2025

DUTY STATEMENT**PROPOSED**

Employee Name:	Position Number: 581-370-5590-001
Classification: Research Scientist II (Social/Behavioral)	Tenure/Time Base: Permanent/Full-time
Working Title: Substance and Addiction Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch / Substance Use Research and Evaluation Section / Surveillance and Analytics 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.

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Competencies

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Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by protecting the public's health, promoting health and wellness, and optimizing data and technology.

Under the general supervision of the Research Scientist Supervisor (RSS) I, the Research Scientist (RS) II (Social/Behavioral) will participate in the development and implementation of public health research related to substance use, overdose, and addiction. The RS II will plan, organize, and carry out scientific research studies of limited to moderate scientific scope and complexity, evaluate and

prepare data, develop research indicators and tools, conduct ongoing data analysis, design and maintain data visualizations, and write up reports, manuscripts, data briefs, and fact sheets for dissemination to diverse audiences. The RS II will be responsible for ensuring the scientific quality of all data prepared for administrative and research reporting requirements.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% In-state travel. Some overnight stays may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Applies social and behavioral theories and research methodologies to analyze data of limited to moderate complexity to identify trends in substance use, overdose, addiction and associated factors, including systems-level and social determinants and risk and protective factors. Uses statistical software (e.g., SAS) to manage, integrate, link, and analyze data. Ensures the scientific quality of all data prepared for administrative and research reporting requirements. Fulfills data requests from in-house staff, the public, media, partners, and stakeholders. Serves as the main point of contact for inquiries and technical assistance requests. Coordinates assigned analyses with related research efforts and interprets findings through the lens of social and economic trends, health equity, and behavioral science, and formulates evidence-based recommendations for Unit, Section, and Branch leadership.
- 25% Participates as a member of a multi-disciplinary, high-level team implementing and maintaining substance use, overdose, and addiction research involving multiple agencies, data sources, and indicators. Works with partners (e.g., coroners, medical examiners, other CDPH branches and offices, and other state departments) to gather relevant data. Contributes to the development of data sharing agreements, shared indicators that reflect behavioral, cultural, and systemic factors affecting health, and dissemination strategies tailored to diverse audiences and formats.
- 20% Interprets and prepares data for dissemination to inform and educate policymakers, the public, local health departments, and local public health organizations. Develops reports, data briefs, fact sheets, publications, and web content for posting to the Substance and Addiction Prevention Branch. Uses data visualization tools to publish summary substance use, overdose, and addiction data and ensures scientific accuracy in all communication and educational materials related to substance use and its health effects.
- 15% Provides technical consultation to scientific and non-scientific staff on data collection, data management, statistical software, data visualization, data analyses, and implementing, monitoring, interpreting, and evaluating substance use, overdose, and addiction data to align scientific and programmatic goals and priorities. Applies theoretical models and research methods from psychology, sociology, economics, and related disciplines to guide data collection, management, visualization, and statistical analysis. Provides technical assistance

and scientific support, such as writing grants and project proposals and reviewing grant applications and proposals.

- 10% Engages in advisory groups and scientific forums to promote accurate interpretation and dissemination of complex substance use, overdose, and addiction data through a behavioral and social science lens. Collaborates with national organizations, epidemiologists, and public health experts and coordinates this data work with related substance use, overdose, and addiction research efforts. Participates in the presentation of scientific findings to CDPH leadership, program stakeholders, and at scientific and professional meetings. Provide technical and scientific consultation to other researchers and state and local public health entities on access to, use, and analysis of substance use, overdose, and addiction data from multiple sources.

Marginal Functions (including percentage of time)

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