

DUTY STATEMENT

Employee Name:	Position Number: 580-733-5651-001
Classification: Research Scientist Supervisor II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Infant Botulism Epidemiology Unit Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Infant Botulism Treatment and Prevention Branch/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 contributing to the fulfillment of the statutory mandates of the Infant Botulism Treatment and Prevention Program (IBTPP) stipulated in Health & Safety Code §§ 1237990-709.

The Research Scientist Supervisor (RSS) II, acting as the Infant Botulism Epidemiology Unit Chief, organizes, manages, and participates in ongoing infant botulism- and BabyBIG®-related epidemiological activities and regulatory compliance as it pertains to epidemiological activities (e.g., programmatic standard operating procedures [SOP]); designs and/or participates in other

epidemiological and genomics research studies on infant botulism and related illnesses such as sudden infant death syndrome (SIDS); develops and uses mapping techniques and GIS for analysis of infant botulism case occurrence and *C. botulinum* genomics; prepares reports for publication in peer-reviewed journals and reviews current scientific literature to maintain professional expertise; supervises all epidemiology staff within the IBTPP; and carries out other duties as required.

The incumbent works under the direction of the Assistant Deputy Director, Public Health Medical Administrator I, Chief of IBTPP.

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% Organize, manage, and participate in ongoing infant botulism- and BabyBIG®-related epidemiological activities and regulatory compliance as it pertains to epidemiological activities (e.g., programmatic SOPs). Oversee infant botulism surveillance activities, primarily within the U.S. (in conjunction with the U.S. Centers for Disease Control and Prevention) and also internationally. Manage the acquisition and analysis of epidemiological data obtained through patient (parent) interviews during and following hospitalization for infusion of BabyBIG®.
- 35% Direct complex major scientific investigations related to the epidemiology of infant botulism overall and of treated (with BabyBIG®) cases of infant botulism. Design and/or participate in other epidemiological and genomics research studies on infant botulism, addressing the spectrum of infant botulism including mild (outpatient) cases, moderate to severe infant botulism cases requiring hospitalization, and fulminant cases of infant botulism (possibly misclassified as sudden infant death syndrome (SIDS)). Develop and use mapping techniques and geographic information systems for analysis of infant botulism case occurrence related to geographic location and/or soil type. Collaborate with genome sequencing centers to analyze intestinal microbiome of infant botulism cases and controls. Prepare reports for publication in peer-reviewed journals and review current scientific literature to maintain professional expertise
- 20% Supervise all epidemiology staff within the IBTPP. Oversee medical record abstraction; development and updating of informational brochures or similar materials for parents and healthcare professionals by IBTPP epidemiology staff regarding prevention of infant botulism. Responsible for data entry and data cleaning at the IBTPP electronic database with patient data regarding risk factors for infant botulism, short term and long-term outcomes after hospital discharge following administration of BabyBIG®, and other patient-related information for both infant botulism cases and treated negatives; descriptive and analytic epidemiological studies

led by epidemiology staff within the IBTPP.

Marginal Functions (including percentage of time)

5% Other 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: CP
 Date: 11/18/25