

DUTY STATEMENT

Employee Name:	Position Number: 580-370-5647-002
Classification: Research Scientist Supervisor I (Social/Behavioral)	Tenure/Time Base: Permanent/Full-time
Working Title: Epidemiology and Evaluation Unit Chief	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/Epidemiology and Evaluation 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.

The Research Scientist Supervisor I (RSS I) (Social/Behavioral) works under the Research

Scientist Supervisor II (RSS II) (Epidemiology/Biostatistics), Substance Use Research and Evaluation Section Chief of the Substance and Addiction Prevention Branch (SAPB). Acts as the Epidemiology and Evaluation Unit Chief responsible for providing unique scientific expertise related to high-profile subject matter. Manages and supervises scientific staff in the development and implementation of the epidemiological and evaluation aspects of the substance use and addiction (e.g., cannabis, alcohol, overdose, and gambling) health education and prevention programs. The RSS I will use behavioral sciences theoretical models and epidemiological research methods to oversee staff who conduct ongoing epidemiological and evaluation activities, oversee the implementation of an evaluation plan, conduct analyses and create reports for dissemination to diverse audiences. The incumbent is responsible for scientific and knowledge vision of the Branch, participates in the development of public health policy, and serves as a spokesperson regarding scientific issues related to substance use and addiction prevention. The RSS I will be responsible for ensuring the scientific quality of administrative and research reporting requirements. Some travel will be required to attend meetings and conference presentations, which may include overnight stays.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% In and Out of 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)

- 35% Supervises a team of scientists in the Epidemiology and Evaluation Unit. Ensures the scientific quality of administrative and research reporting requirements. Manages, supervises, and oversees the development and implementation of a mixed methods evaluation plan to monitor all aspects of the program including policy, systems, and practice changes. Advises, leads, and conducts studies to identify system, risk, and behavioral patterns and social determinants of substance-related health impacts. Integrates internal scientific evaluation, external research, and political realities in making recommendations about public health interventions and policy. Develops, coordinates, and implements broad scientific evaluation initiatives within the Branch that includes developing complex theoretical frameworks, coordinating quantitative and qualitative studies, conducting complex statistical analytic techniques, and interpreting findings that inform internal and external decision makers. Develops and provides scientific tools and measures to make the Branch more efficient. Collaborates with other Branch staff, actively identifies and prepares grants for new sources of scientific support from state and national agencies. Provides consultation on scientifically complex problems to internal staff and contractors. Provides consultation on contract procurements and contract management to the Branch and Section Chiefs. Oversees the development of procurements and scientific criteria related to studies and evaluation requirements. Conducts regular meetings with staff of the Epidemiology and Evaluation Unit and annually evaluates work and provides direction for individual development plans. Coordinates and collaborates with the SAPB Surveillance and Analytics Unit on scientific projects.

- 30% Collaborates with state and local entities, develops, designs, and implements a highly complex quantitative and qualitative data system involving multiple data sets. Oversees and leverages data and electronic materials to benefit the program, including effective data and material collection, dissemination, and utilization. Explores new methodologies to collect data. Develops new projects to examine the impact of new data collection methods, examine the predictive ability of data, and explore external funding mechanisms or partnerships. Develops, conducts, and leads special projects to predict the effectiveness of various proposed interventions, where the predictive studies would use formative data and result in measures of predicted effectiveness, such as knowledge, attitude, and behavior change, cost-effectiveness, population, and health impact. Makes independent science-based decisions and policy recommendations on a statewide level. Reviews Epidemiology and Evaluation Unit staff work products and prepares data for dissemination to stakeholders. Evaluates, redesigns, and expands methods for placing analyzable data on the Web for broad public dissemination (e.g., SAPB Website).
- 20% Acts as a statewide scientific expert and provides guidance to the national substance use and addiction prevention community. This includes providing data to support policy and behavior change recommendations. Provides scientific leadership and technical scientific consultation on social/behavioral health data and information to other researchers on a statewide level, including agencies such as the Department of Health Care Services, Department of Justice, and Department of Cannabis Control. Conducts highly specialized phases of major scientific projects such as preparing complex research designs, developing complex quantitative and qualitative analytic plans, developing complex sampling strategies, and applying complex weighting and scientific analytic statistical methods. Presents on the public health aspects of substance use and addiction prevention at local, state, and national meetings and conferences. Coordinates with national organizations and academic centers. Provides recommendations to the Branch and Section Chiefs and Center leadership.
- 10% Interprets scientific study findings for other California State agencies, as well as other state and national public health organizations. Disseminates scientific study findings through the preparation of scientific reports, publications, and presentations of scientific findings to a variety of audiences, including appropriate elements of state government, the public, and scientific community. Provides technical scientific consultation to in-house scientists on data management, statistical software, and data analyses. Provides technical consultation to non-scientist in-house staff for implementing, monitoring, and evaluating substance use and addiction prevention programs.

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: JJ

Date: 12/27/23

DUTY STATEMENT

Employee Name:	Position Number: 580-370-5643-001
Classification: Research Scientist Supervisor I (Epi/Bio)	Tenure/Time Base: Permanent/Full-Time
Working Title: Epidemiology and Evaluation Unit Chief	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: S10	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/Epidemiology and Evaluation 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.

The Research Scientist Supervisor I (RSS I) (Epidemiology/Biostatistics) works under the general direction of the Research Scientist Supervisor II (RSS II) (Epidemiology/Biostatistics), Substance Use Research and Evaluation Section Chief of the Substance and Addiction Prevention Branch (SAPB). Acts as the Epidemiology and Evaluation Unit Chief responsible for providing unique scientific expertise related to high-profile subject matter. Manages and supervises scientific staff in the

development and implementation of the epidemiological and evaluation aspects of the substance use and addiction (e.g., cannabis, alcohol, overdose, and gambling) health education and prevention programs. The RSS I will use behavioral sciences theoretical models and epidemiological research methods to oversee staff who conduct ongoing epidemiological and evaluation activities, oversee the implementation of an evaluation plan, conduct analyses and create reports for dissemination to diverse audiences. The incumbent is responsible for scientific and knowledge vision of the Branch, participates in the development of public health policy, and serves as a spokesperson regarding scientific issues related to substance use and addiction prevention. The RSS I will be responsible for ensuring the scientific quality of administrative and research reporting requirements. Some travel will be required to attend meetings and conference presentations, which may include overnight stays.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% In and Out of 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)

- 35% Supervises a team of scientists in the Epidemiology and Evaluation Unit. Ensures the scientific quality of administrative and research reporting requirements. Manages, supervises, and oversees the development and implementation of a mixed methods evaluation plan to monitor all aspects of the program including policy, systems, and practice changes. Advises, leads, and conducts studies to identify system, risk, and behavioral patterns and social determinants of substance-related health impacts. Integrates internal scientific evaluation, external research, and political realities in making recommendations about public health interventions and policy. Develops, coordinates, and implements broad scientific evaluation initiatives within the Branch that includes developing complex theoretical frameworks, coordinating quantitative and qualitative studies, conducting complex statistical analytic techniques, and interpreting findings that inform internal and external decision makers. Develops and provides scientific tools and measures to make the Branch more efficient. Collaborates with other Branch staff, actively identifies and prepares grants for new sources of scientific support from state and national agencies. Provides consultation on scientifically complex problems to internal staff and contractors. Provides consultation on contract procurements and contract management to the Branch and Section Chiefs. Oversees the development of procurements and scientific criteria related to studies and evaluation requirements. Conducts regular meetings with staff of the Epidemiology and Evaluation Unit and annually evaluates work and provides direction for individual development plans. Coordinates and collaborates with the SAPB Surveillance and Analytics Unit on scientific projects.
- 30% Collaborates with state and local entities, develops, designs, and implements a highly complex quantitative and qualitative data system involving multiple data sets. Oversees and leverages data and electronic materials to benefit the program, including effective data and material collection, dissemination, and utilization. Explores new methodologies to collect data. Develops

new projects to examine the impact of new data collection methods, examine the predictive ability of data, and explore external funding mechanisms or partnerships. Develops, conducts, and leads special projects to predict the effectiveness of various proposed interventions, where the predictive studies would use formative data and result in measures of predicted effectiveness, such as knowledge, attitude, and behavior change, cost-effectiveness, population, and health impact. Makes independent science-based decisions and policy recommendations on a statewide level. Reviews Epidemiology and Evaluation Unit staff work products and prepares data for dissemination to stakeholders. Evaluates, redesigns, and expands methods for placing analyzable data on the Web for broad public dissemination (e.g., SAPB Website and associated data dashboards).

- 20% Acts as a statewide scientific expert and provides guidance to the national substance use and addiction prevention community. This includes providing data to support policy recommendations. Provides scientific leadership and technical scientific consultation to other researchers on a statewide level, including agencies such as the Department of Health Care Services, Department of Justice, and Department of Cannabis Control. Conducts highly specialized phases of major scientific projects such as preparing complex research designs, developing complex quantitative and qualitative analytic plans, developing complex sampling strategies, and applying complex weighting and scientific analytic statistical methods. Presents on the public health aspects of substance use and addiction prevention at local, state, and national meetings and conferences. Coordinates with national organizations and academic centers. Provides recommendations to the Branch and Section Chiefs and Center leadership.
- 10% Interprets scientific study findings for other California State agencies, as well as other state and national public health organizations. Disseminates scientific study findings through the preparation of scientific reports, publications, and presentations of scientific findings to a variety of audiences, including appropriate elements of state government, the public, and scientific community. Provides technical scientific consultation to in-house scientists on data management, statistical software, and data analyses. Provides technical consultation to non-scientist in-house staff for implementing, monitoring, and evaluating substance use and addiction prevention programs.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as assigned.

☐ 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: JJ

Date: 12/27/2023