

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-5582-001
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Evaluation and Data Scientist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch / Home Visiting and Systems Evaluation Section / Home Visiting Federal Data Reporting 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 supporting data and evaluation efforts of the California Home Visiting Program (CHVP), which promotes the health and wellness of participating parents, families and children.

The Research Scientist II (RS II) works under the general supervision of the Research Scientist Supervisor I (RSS I), of the Home Visiting Federal Data Reporting Unit, within the Maternal, Child and Adolescent Health (MCAH) Division. The incumbent plans, organizes, and carries out scientific research studies of moderate scientific scope and complexity, and will apply scientific approaches to

critically evaluate and monitor public health program models focused on early childhood and home visiting and be able to assess and troubleshoot all evaluation related issues at the local and state levels. The RS II provides support for the configuration, maintenance and operations of home visiting data systems and develops analytic data sets to comply with mandated federal reporting and to conduct program monitoring and evaluation projects. The RS II participates in the designing and implementing of all phases of evaluation and fidelity studies; and/or conducting moderately complex evaluation projects, coordinating data collection, documenting, and presenting findings.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% of statewide travel
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Provides scientific support for all aspects of mandated data reporting for the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant. Participates in the preparation, analysis and submission of data for quarterly performance reporting on service utilization, staffing, and place-based services. Implements the MIECHV Performance Measurement Plan and makes revisions as need to account for proposed changes to federal annual reporting. Conducts analyses and prepares reports of moderate complexity to meet MIECHV performance measurement system annual reporting requirements, including participant demographics, service utilization, and performance measures across six statutorily defined benchmark areas. Collaborates with other scientists in the development of home visiting performance metrics to support program implementation, monitoring and continuous quality improvement. Stays apprised of federal data reporting requirements and coordinate data collection and reporting in model-specific data systems to meet additional information needs. Some statewide and local travel, including visits to implementation sites and attendance at professional meetings may be required. Collaborates with senior scientific staff in conducting components of evaluation studies that are complex in nature and/or as required to obtain additional data sets. Incorporates epidemiological or biostatistical conceptual models into the theoretical framework used to guide analyses.
- 20% Uses complex Statistical Analysis System (SAS) procedures to manage and analyze participant-level data to ensure data quality, monitoring of process and outcome measurements, and development of analytic data sets to comply with mandated federal reporting and to conduct program evaluation projects. Constructs statewide and site-specific data reports of moderate complexity to support program monitoring, management, and evaluation as well as benchmark reporting requirements. Utilizes SAS and other software, such as but not limited to; Microsoft Forms, PowerBI and SAS Viya; to aggregate, count, and visualize data for various scientific and lay audiences. Writes and maintains manuals for local site data reports. Updates or programs new reports as needed to meet federal and home visiting model developer requirements and scope of work deliverables. Provides technical assistance to MCAH programs, CHVP program

implementation teams, and local health jurisdictions (LHJs) to support continuous quality improvement efforts, data collection, or data interpretation as needed for program evaluation.

- 20% Participates in the planning and implementation of statewide home visiting data systems including configuration of system platform, data collection and variable determination, data analyses and data quality. Configures software for collecting participant and program-level data provided via contracted Software as Service Vendors. Ensures data operations conform to the State of California information technology requirements, and requirements for the protection of confidential data. Collaborates with program consultants, model developers, LHJs, and software vendors on system design, configuration, and implementation of the software. As required, re-configures data systems for new data collection needs, such as changing reporting requirements or implementation of new data collection instruments.
- 15% Plans, organizes, and implements moderately complex scientific evaluation projects of the California Home Visiting Program. Incorporates appropriate logic models and other program evaluation theories to guide evaluation plans and measure key program parameters including process measures, fidelity, short-term outcomes, long-term impacts, and equity. Helps establish program performance benchmarks and monitoring that align with the logic model. Conducts scientific studies of moderate complexity to identify differences in risk factors and health outcomes among sub-groups of program participants and priority populations. Collaborate with programmatic and scientific leadership to develop and execute epidemiologic-informed methods using population-based data to identify communities in the greatest need for home visiting services. Reviews current data collection methods using a scientific approach.
- 10% Summarizes and reports evaluation findings of moderate complexity to meet the needs of local, state, and federal program partners as well as the state legislature and any oversight bodies. Prepares reports, fact sheets, and papers for publication and/or release to scientific and lay audiences. Engages with current literature and major studies to inform best practices in the field of home visiting and maternal and child health programs and evaluation.
- 5% Serves as an expert researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor's Office, including time-sensitive and confidential "drills" from the Director's Office, or responding to inquiries from the public. Participate as needed in Grant Applications, Progress Reports, Needs Assessments, federal reporting requirements, local agency site visits, contract solicitations, and contract monitoring.

Marginal Functions (including percentage of time)

- 5% Performs 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: KS

Date: 11/21/25