

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-407-5609-909</b>
Classification: Research Scientist IV (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: ADAP Policy and Economics 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 Infectious Diseases/Office of AIDS	Branch/Section/Unit: ADAP and Care Evaluation and Informatics Branch

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 providing the conceptualization and development of highly complex estimating methodologies for the Office of AIDS (OA), AIDS Drug Assistance Program (ADAP). The Research Scientist (RS) IV possesses in-depth knowledge of ADAPs policies and demonstrates expertise in interpreting and applying relevant statutes, regulations, and administrative procedures to support programmatic and policy decision-making. The RS IV will use statistical and other quantitative techniques for independently planning and designing research study methodology and compiling, analyzing and interpreting data used in the development of estimates of costs or savings affecting ADAP.

Responsible for providing technical assistance and guidance in the analysis of related caseload and expenditure data to determine shifts and trends by using and interpreting the data available through the estimate process, OA's data collection systems and any external resources available to OA. Incumbent must be able to reason logically and creatively to analyze and explain data, develop estimating methodologies and assumptions, and is expected to use a variety of analytical techniques to provide necessary projections and consultation.

The incumbent works under the general direction of the Research Scientist Manager (RSM) in the ADAP and Care Evaluation and Informatics Branch (ACEI).

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**Special Requirements**

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- ☐ 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:

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**Essential Functions (including percentage of time)**

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- 35% Plans, organizes, and directs major complex scientific research studies to evaluate the economic impacts related to ADAP outcomes and policies. Develops and applies quantitative and qualitative research methods and advanced statistical methods to independently and collaboratively conduct economic valuation studies related to ADAP policy. Develops new research studies to fill gaps needed to guide public health programs. Directs and carries out all aspects of research studies, including literature reviews, defining the nature and scope of the research questions, applying appropriate research methodologies, linking, manipulating, and analyzing large data sets, interpreting and presenting findings in multiple formats, and synthesizing policy considerations. Plans and designs study approaches, develops and implements research methodologies, interpret findings, provides complex fiscal and caseload analysis and projections to calculate various impacts related to ADAP areas. This includes researching program assumptions, developing estimates methodologies and assessing economic, demographic and social variables. Utilize intermediate statistical techniques. develop forecasts and trends, project and estimate future economic and program activities. The RS IV uses statistical and estimating models, confers with ADAP and lower research staff (RS III, RS II & RS I), prepares structured, professional written descriptions and explains the recommendations to upper management and outside control agencies for the Governor's Budget, the May Revision, and legislative processes, and other policy and decision-making processes. Advances racial equity, economic justice, diversity, and inclusion in approach, activities, processes, and deliverables.
- 25% Builds and maintains expert level knowledge of federal 340b Program and rebate-related business requirements including contractual service level agreements, performance guarantees, grant restrictions, and legislative mandates. Works to expand the efficiency of

ADAP 340b rebate operations to maximize rebate collections. Ensures that ADAP needs are met for internal and external rebate data, reporting, and analytics. Reviews 340b Program policies and procedures on an ongoing basis and offer contributions and changes to ensure 340b compliance. Develops and fosters working relationships to facilitate productive exchanges of information to improve program efficiency and promote program compliance. Provides data, information, and reports as needed for other business units within OA. Works with internal and external staff to solve problems related to invoicing, payment allocation, dispute management and reporting of rebates. Evaluates and makes recommendations regarding cost savings opportunities. Functions as a lead expert to ensure the integrity of all estimating procedures by conducting research on various estimating methods and developing more accurate data information systems, sources and studies designed to measure the fiscal impact and caseload of ADAP activities. Identifies new innovative techniques to develop new solutions to access/use data.

- 20% Prepares research findings for dissemination to stakeholders to inform and educate policy makers, the public, local health departments and others. Provides data-driven public health recommendations in written reports, data visualizations, oral presentations, and scientific journal articles. Presents research results to appropriate management and stakeholders at meetings and conferences. Responds to research-related requests from in-house staff, the public, media, and other partners. Represents the program as a scientific advisor at external meetings and workgroups related to ADAP economics. Engages with State agencies and non-governmental stakeholders to advise on research projects and incorporate health equity priorities into policies, plans, and activities. Consults and collaborates in the development and implementation of research studies with external researchers.
- 10% Reviews and analyzes the more complex and sensitive legislation, regulations, and policy initiatives. This includes determining if there is any research data available that supports the Department's position and assessing the appropriateness of application to fiscal analyses. The RS IV is responsible for developing a recommendation based on all the findings, and present to executive directorates, control agencies, legislative staff, advocates and other stakeholders.
- 5% Provides support for OA research staff in the area of health economics. Provides technical assistance and mentoring to junior research staff.

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#### **Marginal Functions (including percentage of time)**

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- 5% Performs other work-related RS IV 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:

Date: