

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-225-5577-909</b>
Classification: Research Scientist I (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Data Research Coordinator	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Data Strategy	Branch/Section/Unit: Data Governance 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 to advance the health and well-being of California's diverse people and communities by maintaining a proactive culture of continuous quality improvement, engaging staff at all levels, and leveraging data and technology to enhance services.

The Research Scientist I (Epidemiology/Biostatistics) (RS I) will coordinate the evaluation, curation, and extraction of data for transformation, and loading (ETL-Extract, Transform, Load) efforts and identify or develop models and analytics services to ensure optimal use of public health data for CDPH programs and Centers. Plans and organizes research studies of a scientific scope and complexity, makes independent complex decisions in the vital statistics field, and develops and adapts methods,

techniques, and procedures to carry out assignments. The incumbent will act as a subject matter expert for data strategy at CDPH, working with external government and community stakeholders. The RS I is responsible for designing and conducting scientific research to evaluate, protect, and improve public health through specialized reporting of scientific projects and investigation. The RS I coordination of public data dissemination and education using the application of scientific methods of study, investigation, analysis, and interpreting results to achieve protection of public health. Up to 5% travel may be required, including overnight stays.

The incumbent works under the supervision of the Research Scientist Supervisor I, Supervisor of the Data Governance Unit.

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**Special Requirements**

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- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ 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% Use behavioral sciences/economics theoretical models and epidemiological research methods to evaluate data sources, develop research indicators and tools, conduct ongoing surveillance, conduct analyses, and create reports for dissemination to diverse audiences. Provide technical, operational, and programmatic advice and guidance on data acquisition, curation, and integration, including the design, construction, implementation, and maintenance of highly scalable data management systems for public health programs. Perform the intake of program requests, review and process requests, and provide applicants information related to their application submissions, guidance regarding data standards and quality, and technical requirements of the requested services. Review requests for completeness and identify the necessary data sources to fulfill the request. Assist in processing the analytics and consultative services request queue and triage requests in partnership with CDPH programs. Research methods to streamline data applications and custom data file production as well as data quality analysis/system change recommendations to improve the user experience of Vital Records and Statistics Division (VRSD)'s data query systems. Serve as a subject matter expert and liaison with contractors to improve the quality of the data ingested into the analytics platform.
- 30% Gather response data, identify impacts on CDPH populations, and identify how data will get integrated into decision intelligence based predictive analytics system and how it will interoperate with other CDPH systems, such as the California Integrated Vital Records System. Develop standard operating procedures, technical guidance documents, and recommendations for database development and data management that will guide database management practices for public health programs. Assist with enterprise data management, address privacy and security needs, identify data standards, and support data governance and data strategies. Provide data management support to efficiently guide and document the flow of data through

the sequential phases of collection, storage, cleaning, reduction, and standardization, using valid statistical principles, archiving, retrieval, and analysis.

- 20% Participate in data workgroup activities with CDPH programs to improve data quality and develop data standards to incorporate into data processing flow. Maintain process and procedure manuals relating to data analytics services, data analytics menu of services, data analytics methodologies, and consultative services. Prepare educational documentation and presentations on data analysis topics. Ensure program projects are completed within budget, on schedule, fully functional, reflective of state, federal, and stakeholder needs, and complementary to existing systems.
- 10% Facilitate and participate in program meetings. Prepare project correspondence, narratives, ad hoc and annual reports, and other documents as needed. Attend professional meetings and present project findings at meetings and conferences.

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

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- 5% Examine organizational practices and policies that are barriers to inclusiveness and equity in the CDPH workplace and programs. Provide guidance and develop recommendations to ensure race and ethnicity, sexual orientation and gender identity, and other equity-related areas are considered to promote an inclusive and equitable workplace. Gain subject matter expertise on these areas and embed the concepts into policy, practices, and procedures for resource allocation, workforce planning, and program decision-making.

Develop and build skills through training and individual research. Attend trainings as necessary to improve knowledge of Quality Improvement principles, techniques, tools, and methodologies. 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: HH

Date: 1/12/26