

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>581-404-5651-002</b>
Classification: Research Scientist Supervisor II (Epi/Bio)	Tenure/Time Base: Permanent/Full-Time
Working Title: Surveillance Section Chief	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: Surveillance and Prevention Evaluation and Reporting Branch/Surveillance Section

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 working collaboratively with state and federal agencies, local health jurisdictions (LHJ), universities, and community-based organizations to ensure efforts to combat the HIV/AIDS epidemic are targeted and effective by leveraging data and technology to advance goals, inform action and accountability, strengthen the science base of our services, and expand surveillance systems for evidence-based decision making.

The Research Scientist Supervisor II (RSS II) supervises, directs and manages all aspects of HIV case and incidence surveillance in California, including managing the activities of the Quality

Management Unit (QMU), the Data Management Unit (DMU) and the Data Analysis and Matching Unit (DAMU). The RSS II supervises staff focused on conducting complex analyses of surveillance data to improve prevention, care, and treatment programs in California, developing dissemination products based on surveillance data, completing complex data requests, developing new and complex data management processes, ensuring complete reporting from all California clinical laboratories, and overseeing 61 LHJ surveillance contracts. Lastly, the RSS II is responsible for overseeing data security and confidentiality issues for the Surveillance Section and surveillance activities at all LHJs in California. This position may be required to travel up to 5%.

The incumbent works under the broad administrative direction of the Research Scientist Manager, Surveillance and Prevention Evaluation and Reporting (SPER) Branch Chief.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Serves as the lead subject matter expert on all aspects of HIV surveillance operations in California, including surveillance methods and epidemiologic analyses. Ensures that HIV surveillance is conducted in California in accordance with state statute and regulation and state and federal policy and funding requirements, including policies related to security and confidentiality. Investigates and reports on security incidents and breaches to the Office of AIDS (OA), CDPH, and the Centers for Disease Control and Prevention (CDC) leadership. Oversees paper-based and electronic reporting of HIV lab results and case report data and importation of this data into the HIV surveillance database. Ensures that HIV surveillance data and reports are complete, accurate, and timely. Advises SPER Branch Chief, OA, and CDPH leadership on findings related to HIV surveillance and epidemiology. Provides guidance and oversight to the DMU, QMU and DAMU to optimize the quality, completeness, and timeliness of California's HIV surveillance data. Oversees development and implementation of processes to exchange data between the HIV surveillance database and external data sources, such as HIV Care Connect, the California Reportable Disease Information Exchange (CalREDIE), CalCONNECT and Department of Health Care Services' databases. Collaborates with sexually transmitted disease and tuberculosis control partners, and other internal and external stakeholders, to conduct matches between databases. Oversees all data security and confidentiality issues for the Surveillance Section and surveillance activities at all LHJs in California ensuring data security and confidentiality processes are implemented for all uses of HIV surveillance data.
- 25% Provides direction, support, and training to staff in the development of research and analytic projects, statistical procedures, and scientific writing. Oversees the supervisors and staff within the Section to ensure that data quality improvement activities are conducted appropriately and reviews all products and data requests for accuracy and completeness. Supports senior

epidemiologists and program staff in the data analysis, reporting and dissemination of HIV surveillance data and users of surveillance data to improve HIV prevention, treatment and care activities. Supports OA grant applications by reviewing relevant sections and ensuring that accurate and timely surveillance data are provided to the relevant OA branches. Provides input on the development of allocation formulas and supports Section staff in providing surveillance data for allocation calculations. Oversees the development of routine reports and other dissemination products, including peer-reviewed manuscripts, which support the use of surveillance data to improve HIV prevention and care activities in California and the United States. Ensures that accurate, complete, and timely surveillance reports and supplemental reports are released annually. Supports staff in conducting statistical and epidemiologic methods to analyze surveillance data. Presents findings of analyses at conferences and to internal and external stakeholders.

- 20% Directly supervises Surveillance Section supervisors and program staff to ensure that they complete their required duties effectively and in a timely fashion. Prioritizes Surveillance Section workload and activities to ensure that Section responsibilities are met. Ensures that staff are adequately prepared to complete their work by providing training, professional development opportunities, and tutoring in special skills and knowledge. Handles routine personnel activities of the section (i.e., conducting staff recruitment and selection, preparing performance evaluations, and implementing the progressive disciplinary process as needed). Approves requested time off and travel reimbursements for section staff.
- 15% Serves as the California Surveillance Coordinator for the CDC High-Impact HIV Prevention and Surveillance Programs for Health Departments grant. Coordinates and implements activities to meet the programmatic and reporting requirements of the CDC grant application, including writing grant applications, annual progress reports, interim progress reports, and final progress reports, parts of which may be written by Surveillance Section staff. Reviews the High-Impact HIV Prevention and Surveillance Programs for Health Departments grant applications and progress reports in their entirety to assure that all required components are included. Ensures that CDC reporting and monitoring requirements for the High-Impact HIV Prevention and Surveillance Programs for Health Departments grant are met. In collaboration with the SPER Branch Chief, SPER Assistant Branch Chief, and Support Branch staff, develops budget and budget justifications for federal surveillance funds. Develops annual scopes of work for OA contracts with LHJs for HIV surveillance. Oversees development of annual surveillance allocations. Ensures contracting and allocation process meets state requirements. Collaborates with Surveillance Section staff and local surveillance staff to ensure LHJs meet requirements of the surveillance contracts. Ensures contract monitoring activities occur in a manner consistent with the scope of work. Supports QMU staff in conducting contract monitoring activities and developing and implementing corrective action plans, as required.

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

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- 5% Performs other RSS II job-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:

Date: