

**DUTY STATEMENT**

Employee Name:	Position Number: 580-428-5594-909
Classification: Research Scientist III (Epidemiology / Biostatistics)	Tenure/Time Base: Permanent / Full-Time
Working Title: Senior Data Modernization and Demographics Epidemiologist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: 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 health partners 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 inclusiveness, 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 are derived from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving a vital role as an epidemiologist within the Informatics Branch (IB) of the CDPH Center for Infectious Diseases (CID).

The Research Scientist III (RS III) supports the modernization, integration, and interpretation of critical Center-wide data streams which enable reportable infectious disease surveillance in California. In this role, the RS III collaborates with IB staff and the Center for Infectious Diseases' (CID) programs to modernize data infrastructure and improve stakeholder access to reportable infectious disease

data under the purview of CID.

The RS III plans, organizes, and directs collection, extraction, analysis, interpretation and reporting of reportable infectious disease data to fulfill the Center's statutory obligations to characterize the burden of reportable infectious diseases among people of different races and ethnicities, sexual orientations, gender identities, and sexes assigned at birth, along with other key epidemiologic, clinical, and demographic disease determinants. The RS III also contributes to departmental-wide strategies that promote more effective collection, storage, analysis, interpretation, and dissemination of data that promote public health activities.

This work of the RS III directly supports the mission of the Center for Infectious Diseases to protect the people of California from preventable infectious diseases and assist those living with an infectious disease in accessing timely and appropriate healthcare, medications and associated support service.

The RS III works under the general supervision of the Research Scientist Manager of the Informatics Branch.

### **Special Requirements**

- ☐ 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:

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

- 25% Plan and direct the effective and accurate collection of demographic data from individuals diagnosed with infectious diseases in the state of California. Leads the development of standardized data collection forms developed by other research scientists and program staff to collect these data and directs their implementation in CID surveillance systems. Reviews and provides input on technical documentation and policy guidance from more junior research scientist, CID, U.S. Department of Health and Human Services and CDPH leadership, and community partners to ensure compliance with demographic data collection standards. Collaborates with other subject matter experts to interpret statutory guidance and coordinates with internal CDPH programs and local health departments to develop best practices for eliciting demographic data through tools such as electronic laboratory reports (ELR), electronic case reports (eCR), patient interviews, etc.
- 25% Responsible for planning organizing, and directing the synthesis, analysis, and reporting of demographic data among individuals infected with infectious diseases in California. Directs the development and implementation of standards and best practices for data extraction (from data systems), integration, and analysis. Advises and guides CDPH Program, Informatics Branch (IB), and Departmental leadership to develop, publish, and automate an annual statewide report on infectious disease trends among people with different sexual orientation, gender identities, sexes assigned at birth, races, and ethnicities. Coordinate with programs and local health

departments to contextual activities findings, their implications for infectious disease surveillance and response activities, and develops tools for reporting and visualization.

- 20% Participates in national, state, and local work groups focused on policies, and guidelines for data collection, management, and dissemination best practices. Assesses and reviews content from other staff and delivers technical expertise to clearly convey best practices. Collaborate with local health departments and community partners to identify and promote effective demographic data practices. Respond to technical assistance requests and perform troubleshooting in coordination with CID, CDPH programs, and local health departments. Participates in ongoing and ad-hoc work groups, including those organized by the Council of State and Territorial Epidemiologists (CSTE) and the California Conference of Local Health Data Managers and Epidemiologists (CCLHDME). Actively participate in regular team, Branch, Division, and Center meetings, as well as strategic planning activities, training, and working groups. Represent CDPH in meetings with leadership, Local Health Departments (LHD), academic partners, and other key stakeholders. Leads and coordinates presentations for these groups with other IB and CID staff.
- 15% Contribute to data modernization efforts within CID by developing processes and participating in initiatives that allow for enhanced interoperability of disparate data sets, enhanced surveillance and response activities, reduce repetitive manual surveillance tasks undertaken by CID and LHD partners, and more efficient emergency response efforts in CID.
- 10% Performs other analysis and reporting of activities of data collected pursuant to California statute at the discretion of Branch, Center, or Departmental leadership to support CID in fulfilling departmental priorities, including emergency responses to emergent infectious diseases and other outbreaks.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Region	Counties	Available Headquarter Locations
Region II	Contra Costa	<b>Contra Costa –</b> 850 Marina Bay Parkway Richmond, CA 94804
Region IV	Sacramento	<b>Sacramento –</b> 1616 Capitol Avenue, Sacramento, CA 95814

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

- 5% Assist with any other duties as assigned in support of IB. Perform other job-related duties.

☐ 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: