

**DUTY STATEMENT - PROPOSED**

Employee Name: <b>Vacant</b>	Position Number: <b>580-420-5651-002</b>
Classification: Research Scientist Supervisor II (Epidemiology / Biostatistics)	Tenure/Time Base: Permanent/Full Time
Working Title: 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 / Division of Communicable Disease Control	Branch/Section/Unit: Infectious Diseases Branch / Vector-Borne Diseases 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 directing staff and activities related to vector-borne disease epidemiology, prevention, surveillance, and control.

The incumbent serves as the Chief of the Vector-Borne Disease Section, a key program assessing and developing policies regarding vector-borne diseases, such as hantavirus, plague, and tick and mosquito-borne diseases. The incumbent conceives, organizes, and directs complex research of a large scope with a statewide impact addressing the epidemiology, prevention, and control of vector-borne diseases. The incumbent conducts and directs the analysis of scientific and technical information

for many vector-borne diseases and vectors and integrates this information into the decision-making process for surveillance, prevention, and control activities. The RSS II provides consultation to the Branch Chief and the Department on general vector-borne disease program goals and specific epidemiologic strategies to minimize public health risks from vector-borne diseases.

The incumbent works under the broad administrative direction of the Public Health Medical Administrator I, Branch Chief.

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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 25%
- ☐ 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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- 30% Directs and supervises a multidisciplinary team comprised of 24 scientific and 3 non-scientific staff in three regional units (Northern, Southern, and Coastal) and one special project unit. Personnel in this statewide vector-borne infectious disease program are based in three field offices and headquartered in Sacramento. Designs, plans, organizes, and directs Section projects, programs and staff research activities; recruits, interviews, selects, and trains new staff; guides, tracks, and evaluates employee performance; assures compliance with state policies and handles employee problems; manages program budget; provides contract oversight; and oversees the preparation of administrative and scientific reports and documents. Evaluate professional scientific literature and current policy questions to develop Section goals, research priorities, and otherwise determine overall program directions. Plans and coordinates emergency control programs in the event of major disasters or vector-borne disease outbreaks.
- 30% Provides administrative guidance and leadership in conceiving, organizing, and directing complex, long-term scientific research studies on the epidemiology, ecology, prevention, and control of existing and emerging vector-borne diseases, including studies with broad statewide impact, high sensitivity, and policy impact. Conducts and directs the analysis and interpretation of research findings to ascertain or reduce public health risk, and integrates findings into the decision-making process, reviews data for publication in scientific and technical reports. Publishes scientific research papers and gives presentations to public health experts.
- 20% Plans and sets goals for long-range development and operation of the program. Provides leadership in vector-borne diseases in Division-wide and statewide planning activities. Keeps abreast of scientific and policy developments in surveillance, epidemiology, prevention and control of vector-borne infectious diseases and arthropods of public health importance. Analyzes critical issues; proposes and implements alternative courses of action and evaluation as needed. Directs and implements the preparation of grants, budget change proposals, and bill analyses. Prepares recommended budget and staffing changes to address program needs. Initiates and prepares extramural funding proposals for research and development regarding critical vector-

borne disease issues. Initiates collaborative research programs with local, state, and federal agencies.

- 10% Represents the Department on scientific and technical committees, and to the legislature, various federal and state agencies, local vector control agencies, environmental health and health departments, and the general public on complex vector-borne disease issues. Provides consultation and scientific expertise to Department management.

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

- 10% Establishes and maintains close working relationships with local, state, and federal agencies and organizations to facilitate and improve vector-borne disease surveillance and control; provides ongoing consultation and training to public agencies regarding epidemiology, prevention, surveillance, and control of vector-borne diseases.

☐ 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: EL

Date: 1/20/2026