

DUTY STATEMENT

Employee Name:	Position Number: 581-440-5582-909
Classification: Research Scientist II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Surveillance Epidemiologist	Work Location: 850 Marina Bay Parkway, Richmond CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of HIV, HCV, and STIs/ Office of STIs and HCV	Branch/Section/Unit: Surveillance Epidemiology, Assessment, and Evaluation Section/Surveillance and Data Management 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 by leading data management activities for the Surveillance and Data Management Unit (SDMU) within the Office of STIs and HCV (OSH), and in partnerships with CDPH, local health jurisdictions (LHJs), and other public health entities.

The Research Scientist II (RS II) [Epidemiology/Biostatistics (Epi/Bio)] will conceive, plan, conduct, organize, and lead moderately complex STI, mpox, HCV, and HIV/STI/mpox/HCV coinfection and other emerging infections surveillance and statistical analyses using established guidelines, research

methods and techniques. The incumbent will research, develop, and execute editing and coding procedures for data processing and write complex computer programs using a variety of software packages (including SAS, RStudio, RShiny, RWorkbench, SQL, PowerBI, and Tableau) to assure data quality. This position will analyze data extracts, produce tables and presentation materials, produce state and local maps depicting the spatial distribution of STI cases, and write scientific reports summarizing the results of analyses for program use. Under general supervision, the RS II (Epi/Bio) disseminates scientific results, findings, and program and policy recommendations to management, staff, contractors, external public health partners, and federal funders at professional meetings and conferences, and publishes research findings in scientific journals and California statewide reports. Moderate overnight travel is required.

The incumbent works under the general supervision of the Research Scientist Supervisor I (RSS I), Chief of the Surveillance and Data Management Unit (SDMU), Surveillance, Epidemiology, Assessment, and Evaluation (SEAE) Section.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Maintains technical knowledge of statistical, research, and epidemiologic methods necessary to independently lead and conduct accurate, methodologically sound, and relevant analyses of STI surveillance data that are used to support OSH activities. Works independently and consults with other scientific and programmatic experts, and with internal and external stakeholder groups, to identify gaps in data quality and develops appropriate analyses to address these gaps. Recommends ways to integrate, improve, and modernize STI surveillance systems for enhanced data quality. Writes and reviews scientific reports, fact sheets, presentations, online postings, and publications for professional meetings and peer-reviewed journals to disseminate analysis findings.
- 30% Provides expertise, oversight, and execution of STI data management activities, which include data processing and cleaning, downloading, reconciling, and submitting files between CDPH, local health jurisdictions, and the Centers for Disease Control and Prevention (CDC). Conducts the weekly and annual transmissions of the STI NETSS data file with the CDC and San Francisco and Los Angeles Project Areas in rotation with SDMU colleagues. Develops, implements, and oversees execution of quality assurance protocols for STI surveillance data. Assesses data quality, completeness, and timeliness of reporting STI surveillance data and collaborates with LHJs to improve data reliability and validity. Supports the development and implementation of innovative solutions to streamline and modernize STI surveillance practices. Uses software packages such as SAS, R, GIS, SQL, and Power BI to analyze and describe trends in California and support OSH activities and priorities. Ensures compliance

with state and federal policies and data reporting and security and confidentiality requirements.

- 20% Responds to internal and external requests for STI surveillance data and other technical assistance requests from OSH epidemiologists, analysts, staff, and LHJs. Develops and maintains complex disease registries and databases for special research studies and projects that support OSH strategic priorities. Provides technical scientific consultation, training, and support to LHJs and state staff in the use of the California Reportable Diseases Information and Exchange (CalREDIE), its successor, and other state communicable disease surveillance data systems that are used to support OSH activities and priorities. Uses SAS and R scripts to prepare slides and data tables for weekly, quarterly, and annual STI surveillance reports and datasets.
- 15% Provides technical scientific expertise and support to colleagues in the SDMU, SEAE Section, and OSH for bacterial STI surveillance. Participates in CDPH, local, state, and national workgroups that implement and ensure STI data quality assurance and data management best practices. Collaborates with the SEAE Section, CDPH, and LHJs to identify best practices and lessons learned with respect to surveillance and data reporting policies, procedures, and guidelines. Travels to and attends professional meetings and national conferences to share project findings. Actively participates in and contributes to regular team, Office, Division, and CDPH meetings, strategic planning activities, trainings, and workgroups.

Marginal Functions (including percentage of time)

- 5% Performs other 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: JC

Date: 01/28/26