

DUTY STATEMENT

Employee Name:	Position Number: 580-225-5594-909
Classification: Research Scientist Staff	Tenure/Time Base: Permanent/Full-time
Working Title: Public Health Data Governance Advisor	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 by planning, organizing, and directing scientific research and projects of a highly developed scientific scope and complexity to support CDPH data governance and strategy.

The Research Scientist Staff makes independent complex decisions regarding public health data governance, and develops and adapts methods, techniques, and procedures to carry out assignments. The incumbent will act as the public health data governance advisor for the Office of Data Strategy (ODS) in partnership with CDPH conducting rigorous scientific research and projects to evaluate, protect, and improve public health through specialized reporting of scientific data and investigation for such uses as population estimation, study of health and social problems, and planning and evaluating health/social programs. The incumbent supports ODS by providing highly

technical subject matter expertise and leading projects regarding CDPH data governance and strategy and public health datasets, utilizing evidence-based best practices for scientific study, investigation, analysis, and interpreting results to achieve maximum protection of public health. Up to 5% in- or out-of-state travel may be required, including overnight stays.

The incumbent works under the general direction of the Research Scientist Supervisor I, Supervisor of the Data Governance Unit (DGU).

Special Requirements

- ☐ 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:

Essential Functions (including percentage of time)

- 35% Serve as the public health data governance advisor in ODS/DGU. Act as a lead in providing support for highly complex scientific studies and surveillance efforts. Provide in-depth technical assistance, subject matter expertise, and strategic leadership in areas including the appropriate use of public health data across CDPH and local health jurisdictions; data curation methodologies, tools, and practices; epidemiologic data management concepts, tools, and methodologies; and epidemiologic research design and methods. Consult with CDPH programs to address programmatic needs with respect to current and future efforts of public health data governance, including the cross-analysis of related datasets and presenting data utilizing geospatial visualizations, predictive analytics methodologies, and quality improvement of public health data sources. Coordinate and align data dictionaries across CDPH programs. Work collaboratively with other members of ODS to incorporate continuous quality improvement into CDPH's data strategy. Design scientific research studies, surveys, and testing protocols; evaluate research studies, survey data, public health data, and other scientific data to determine trends and health risks; and provide recommendations to management on emerging public health issues. Coordinate information gathering, development, and proposals for implementation within CDPH's Data Governance Council operations.
- 25% Collaborate with members of ODS, to research, develop, and incorporate public health data sources, including sources from other State departments, local health jurisdictions, and private partners. Work with CDPH programs to identify needs and provide services through the Data Governance Council. Develop data management strategies for public health data sources in support of CDPH's programs. Establish data sharing agreements with partners and other agencies to expand data sources for a holistic view. Define and promote clear data standards related to data formats and definitions, including alignment with Federal requirements and other standards. Perform systematic reviews of source systems to prioritize data streams and use cases. Implement and continually update enterprise information management principles, policies and programs for stewardship, advocacy and custodianship of data and analytics, in concert with legal, information security, and corporate risk and compliance offices. Establish an

interconnected infrastructure across public health data assets to address public health concerns and inequities.

- 20% Develop a roadmap for prioritizing elements of a department-wide data dictionary, data display, and data sharing standards. This includes, but is not limited to, a compiling a comprehensive inventory of current data sources and datasets, conducting an analysis of incentives and barriers to standards adoption, assessing current State public health data quality, and prioritizing resources and legislative requirements regarding data collection and disaggregation. Ensure integration with the California Health and Human Services Agency initiatives that include, but are not limited to, the Research Data Hub/Common Application for research requests, Data Exchange Framework, Person Matching Project, Data Disaggregation Guidelines, Data Standards Community, and Data Subcommittee. Implement and continually update measures to safeguard sensitive data and ensure compliance with privacy regulations. In collaboration with CDPH's Information Technology Systems Department (ITSD), address and continually update potential risks related to data, such as data breaches or inaccuracies. Implement and continually update controls on data quality, interoperability, and sources to effectively manage the CDPH risk associated with the use of data and analytics.
- 15% Compile and evaluate current relevant scientific information, expert opinions, and management resource data; prepare comprehensive reports and correspondence; and keep informed of scientific research and literature relevant to current assignments.

Marginal Functions (including percentage of time)

- 5% 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: 2/2/26