

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-811-5643-001
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent/Full-time
Working Title: Data Scientist Supervisor	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Data and Analytics Division	Branch/Section/Unit: Demographics Research 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

The Research Scientist Supervisor I (RSS I) supports the California Department of Public Health's (CDPH) mission and strategic plan by providing administrative supervision and leadership for the Demographics Research Section of the Data and Analytics Division within the Center for Health Care Quality (CHCQ). The RSS I will plan, organize, and direct major scientific research studies and public health investigations related to the 2019 coronavirus disease (COVID-19) outbreak and other healthcare facilities associated infections and the disparity in the quality of care among vulnerable populations. The results of the applied research are used to address healthcare inequities in healthcare facilities throughout the state.

The incumbent works under the general direction of the Data and Analytics Chief (RSM).

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)

- 30% Supervise the conceptualization of appropriate research questions and objectives, designs content and culturally sensitive data collection instruments for the various subpopulations targeted for study, develops quality control measures to ensure integrity of the data, select appropriate statistical techniques, develop computerized data bases, and carry out statistical analyses using statistical software, such as SAS, SPSS, Python, or R. Interpret and draw conclusions. Provide professional consultation by continuing professional development through attending meetings, conferences, and participating on state and national scientific task forces. Supervise the development of data-driven strategies to identify and reduce disparities in quality of care in healthcare facilities
- 25% Develop and apply quantitative and qualitative research methods, and advanced statistical methods to independently and collaboratively conduct complex research studies and analyze data, including measuring data analytics of quality of health received in the geographically, demographically, and economically diverse communities throughout California. This includes conducting literature reviews; defining the nature and scope of the problem to be researched; applying appropriate scientific research methodologies; applying appropriate scientific techniques to link, manipulate and analyze large databases; developing, and pretesting and administering data collection instruments.
- 25% Effectively organize and interpret race, ethnicity, and language data to improve equity for health care facility patients. Presents research results to appropriate management, stakeholders, contractors, and at meetings and conferences. Consults and collaborates in the development and implementation of research studies with external researchers.
- 15% Recruit, hire, and determine staff training needs; supervise Research Scientists to oversee the demographic research and health equity planning for health care facilities; plan work schedules and assign work to personnel; review and evaluate the work of staff to ensure completeness, accuracy, and proper recording of findings.

Marginal Functions (including percentage of time)

- 5% Performs other duties as necessary.

☐ 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: DS

Date: 2/10/2026