

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-520-5594-909</b>
Classification: Research Scientist Staff	Tenure/Time Base: Permanent / Full-Time
Working Title: Senior Home Visiting Research Scientist (Epidemiology/Biostatistics) (Social/Behavioral Sciences)	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch / Home Visiting and Systems Evaluation Section / Home Visiting Federal Data Reporting 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 supporting data and evaluation efforts of the California Home Visiting Program (CHVP), which promotes the health and wellness of participating parents, families, and children.

The Research Scientist Staff (RSS) works under the general direction of the Research Scientist Supervisor I of the Home Visiting Federal Data Reporting Unit. The incumbent plans, organizes, and directs scientific research studies of a highly developed scientific scope and complexity, applies

scientific approaches to critically evaluate and monitor public health program models focused on early childhood and home visiting and assesses and troubleshoots all evaluation related issues at the local and state levels. The RSS provides scientific leadership for configuration, maintenance and operations of home visiting data systems and coordinates development and use of analytic data sets to comply with mandated federal reporting requirements and to support program monitoring. The RSS participates in the design and implementation of all phases of evaluation and fidelity studies; and/or leads complex evaluation projects, coordinating data collection, documenting and presenting findings. Utilizes scientific methods to assess community needs and develop resource allocation methodologies to support implementation of services to areas of greatest need.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% of in-state travel required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 25% Provides scientific leadership for all aspects of mandated data reporting for the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant. Prepares, analyzes and submits data for quarterly performance reporting on service utilization, staffing, and place-based services. Implements the MIECHV Performance Measurement Plan and makes revisions as need to account for proposed changes to federal annual reporting. Conducts analyses and prepares complex data reports to meet MIECHV performance measurement system annual reporting requirements, including participant demographics, service utilization, and performance measures across six statutorily defined benchmark areas. Identifies and conducts scientific analyses of new and emerging issues affecting maternal and child health. Acts as a scientific advisor and evaluation consultant to lower-level scientists, contractors, policy analysts and other health professionals conducting studies or evaluations of maternal health, children's health, and family well-being. When relevant, obtains and maintains approvals from the State of California Committee for the Protection of Human Subjects and the CDPH Center for Health Statistics and Informatics Vital Statistics Advisory Committee.
- 25% Uses complex Statistical Analysis System (SAS) procedures to manage and analyze participant level data systems to ensure data quality, monitoring of process and outcome measures, and development of analytic data sets for program evaluation projects. Develops statewide and site-specific data reports to support program monitoring, management, and evaluation as well as reporting benchmark requirements. Utilizes SAS and other software, such as but not limited to, Microsoft Forms, PowerBI and SAS Viya to aggregate, count, and visualize data for various scientific and lay audiences. Writes and maintains manuals for local site data reports. Updates or develops new reports as needed to meet program monitoring and reporting requirements. Provides technical assistance to CHVP program implementation teams and local health jurisdictions (LHJs) to support continuous quality improvement efforts, data collection, or data interpretation as needed for program evaluation.

- 15% Provide scientific leadership in the planning and implementation of statewide home visiting data systems including configuration of system platform, data collection and variable determination, data analyses and data set quality. Oversee and manage projects to configure software for collecting participant and program level data provided via contracted Software as a Service vendors. Ensures data operations conform to State of California information technology requirements, and requirements for the protection of confidential data. Coordinates with the Information Technology and Services Division (ITSD) to procure software and tools. Collaborates with program consultants, model developers, LHJs and software vendors on system design, configuration and implementation. As needed, re-configures data systems for new data collection needs, such as changing reporting requirements or new data collection instruments.
- 15% Engages with home visiting partners, including national model developers, state and local program implementation teams, university researchers and funders to align data collection on core measures of participant health and well-being. Develop data exchange standards to improve interoperability among service delivery partners. Independently develop methods for standardizing data elements across home visiting programs, explore best practices for data sharing while promoting the privacy and confidentiality of information shared. Identifies opportunities for cross-agency data sharing and develops interagency data use agreements as needed to facilitate CHVP data standardization and integration activities. Provides technical assistance to CHVP partners on proper use and interpretation of CHVP program data.
- 10% Provide written documentation of evaluation design, theory, implementation and analysis methods, internal organizational protocols, and findings for internal and external use. Summarize and report evaluation findings to meet needs of local, state, and federal program partners as well as the state legislature and any oversight bodies. Prepare reports, fact sheets, and papers for publication and/or release to scientific and lay audiences. Review scientific reports and papers written by program collaborators to ensure consistency, accuracy and appropriate depth when reporting methods, results, conclusions and recommendations. Presents research and evaluation findings at scientific meetings and conferences. Maintains a working knowledge of major studies of home visiting and maternal and child health program evaluation.
- 5% Serve as an expert researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor’s Office, including time sensitive and confidential “drills” from the Director’s Office, conducting bill analyses or responding to inquiries from the public. Participates as needed in grant applications, needs assessments, local agency site visits, contract solicitations, and contract monitoring

### **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: TY

Date: 2/17/26