

DUTY STATEMENT

Employee Name:	Position Number: 580-440-5594-909
Classification: Research Scientist Staff (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-time
Working Title: Lead 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, STIs and HCV/Office of STIs and HCV	Branch/Section/Unit: Surveillance, Epidemiology, Assessment, and Evaluation Section/ Hepatitis C Virus Epidemiology 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 reviewing, analyzing, and interpreting public health data on bacterial sexually transmitted infections (STIs), viral hepatitis C (HCV), mpox, human immunodeficiency virus (HIV), and/or other communicable diseases, using these data to describe, assess, and evaluate morbidity and mortality due to these disease conditions in California, and assess screening, positivity, and treatment metrics.

The Research Scientist Staff (RSS) plans, designs, organizes, and directs public health scientific inquiries using STI, HCV, mpox, HIV and other emerging infections data, and develops cross-cutting

recommendations, metrics, guidance documents, and reports based on findings. The RSS conducts and leads analyses, assessments, and evaluations guided by best practices in epidemiologic and statistical methods and develops reports, data visualizations, charts, tables, manuscripts, presentations, and other data dissemination resources to interpret and communicate data and results to the Office of STIs and HCV (OSH) and CDPH colleagues, local health jurisdiction (LHJ) partners, and the U.S. Centers for Disease Control and Prevention (CDC).

This position analyzes and interprets data from multiple sources, including surveillance systems, disease investigations, hospitalization records, vital statistics, population demographics, electronic health record (EHR) and linkage to care (LTC) data associated with the Emergency Department Screening Program (EDSP), as well as other external data sources. The RSS leverages internal and external data to enhance the OSH's ability to understand and assess trends in STIs, HCV, mpox, and HIV. Serves as a subject matter expert and provides technical assistance and guidance to OSH, CDPH, LHJs, and other external partners. Participates in national workgroups, conferences, and meetings. Moderate overnight travel is required.

The incumbent works under the general direction of the Research Scientist Supervisor I (RSS I), Chief of the Hepatitis C Virus Epidemiology Unit (HCVEU).

The Research Scientist Staff will perform duties within the Epidemiology/Biostatistics discipline.

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)

- 25% Serves as the lead epidemiologist evaluator and primary analyst for high-impact STI/HCV/HIV intervention projects (e.g., routine opt-out screening for syphilis, HIV, and HCV within funded emergency departments) to evaluate and assess program implementation and screening and treatment practices. Independently prepares scientific and complex data analysis plans, protocols, metrics, and evaluation framework aligned with best practices for collecting, monitoring, and analyzing STI/HCV/mpox/HIV or other emerging infections data, incorporating complementary data sources when appropriate. Applies advanced epidemiologic and statistical methods to conduct descriptive, multivariate, and other technical analyses. Builds and manages large, complex datasets, performing tasks such as joining, transposing and recoding using SAS, R, and/or other data processing and management tools such as Structured Query Language (SQL), ArcGIS, SaTScan, etc.
- 25% Independently analyzes complex data to develop and produce reports on program performance and tracks key programmatic outcomes. Uses RShiny, Tableau, and/or PowerBI to create comprehensive data reports, presentations, and visualizations for dissemination on

the Office website, at meetings, and in publications. Travels to and attends professional meetings and national conferences to share project findings and presents results to a diverse group of stakeholders, including OSH and CDPH Center for Infectious Diseases (CID) leadership, clinicians, LHJ public health colleagues, and the general public.

- 25% Provides subject matter expertise and ensures high data quality standards to mitigate consequence of error for all disease conditions under OSH’s purview, including epidemiologic analyses, complex external data sources, and application of best practices for data evaluation and assessment. Collaborates with CDPH OSH and LHJ partners including clinicians, program coordinators, program evaluators, and project managers to provide data driven, evidence-based findings that inform policy, program development, and recommendations. Supports other OSH priorities, including outbreak and aberration detection.
- 20% Provides technical leadership and mentorship to research scientists, data analysts, contract epidemiologists, and other analytic staff within the Surveillance, Epidemiology, Assessment, and Evaluation (SEAE) Section and across OSH. Serves as a technical expert for new and existing staff on epidemiologic methods and complex data analytics, using tools such as statistical software and surveillance systems to support accurate results. Creates training materials and provides orientation and training for new staff to ensure consistent practices. Participates in team, Office-wide, and Division-wide meetings, strategic planning activities, trainings, and working groups to support program goals. Participates in ongoing and ad-hoc work groups, such as the Council of State and Territorial Epidemiologists (CSTE), and other relevant local coalitions and task forces to share knowledge and improve public health practices. Represents CDPH in meetings with internal leadership, LHJs, academic medical specialists, and other key stakeholders to build strong partnerships and promote data-driven decisions.

Marginal Functions (including percentage of time)

- 5% Contributes to grant writing and prepares progress reports for CDC, along with data summaries for the state legislature regarding allocated funds. 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: 02/17/26