

DUTY STATEMENT

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| Employee Name: Vacant | Position Number: 580-352-5662-XXX |
| Classification: Research Scientist Manager | Tenure/Time Base: Permanent/Full Time |
| Working Title: Data Systems & Program Alignment Manager | Work Location: 850 Marina Bay Parkway, Bldg. P-3 Richmond, CA 94804 |
| Collective Bargaining Unit: M10 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for Healthy Communities | Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch |

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 data business processes for the collection, management, application, and analysis of data for the Childhood Lead Poisoning Prevention Branch (CLPPB).

Under the broad administrative direction of the Childhood Lead Poisoning Prevention Branch Manager (Environmental Program Manager II), the Research Scientist Manager (RSM) serves as primary advisor on implementation of CLPPB's program as related to case management, environmental investigation, research and surveillance; development and coordination of program

informatics; and development of collaborative engagements among other CDPH programs. The RSM will directly supervise the section managers in the Case Management Section: Direct Services & Outreach to Health Care Providers, The Case Management Section: Oversight of Contracted Local Health Jurisdictions, the Performance Evaluation and Research Section, and the Lead Hazard Reduction Section. The RSM will be the liaison with ITSD for CLPPB and with Center staff as needed on CLPPB priorities and as back-up for the Branch Manager. The RSM supports CLPPB's informatics needs; provides technical leadership and acts as the informatics subject matter expert; advises leadership on strategic questions related to data workflows with validation processes, data dashboards and interactive maps; collaborates with end users to develop, harmonize, and modernize data systems; engages with developers and system administrators to ensure that the data systems interoperate with departmental and analytical resources; maintains data security and confidentiality process and expertise for public health data; supports administrative functions for informatics projects; and supervises multidisciplinary staff. This position requires technical knowledge and experience related to environmental and clinical health data analysis, informatics, cloud-based data management, and complex system architecture. The position requires experience in program management, staff supervision, strategic planning, and partnership development.

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)

- 40% Manages the implementation of CLPPB strategy through management and supervision of specific sections, particularly as related to case management, research, surveillance, evaluation, and lead hazard reduction. Meets with external stakeholders on a regular basis in coordination with the branch manager as a key player working on strategy implementation. Provides oversight of statistically rigorous, equity-focused research agenda that supports policymaking, local health jurisdictions and community needs. Provides consultation and guidance on analytic policy, planning, timeline, staffing needs and training, and technical requirements.
- 30% Manages and provides strategic leadership in development and improvement of CLPPB informatics and data science functions; Collaborates to design, develop, select, test, implement, and evaluate new or modified informatics solutions, data structures, and decision-support mechanisms to support complex information management needs. Streamlines and automates data workflows for surveillance, management, and evaluation. Evaluates and implements new systems and technologies for data capture, management, and visualization; harmonizing data systems; automating data flows. Develops Standard Operating Procedures (SOPs) and ensures processes are conducted according to SOPs and departmental data privacy and security standards.

Collaborates with end users, developers, and system administrators to ensure that systems optimize data management, storage, and provisioning. Provides technical assistance and training in the use of data management strategies for childhood poisoning prevention programs at local jurisdictions. Provides technical advice on best approaches for data management to produce systematic reports and public-facing visualizations.

25% Collaborates with scientific and technical staff throughout the department and works closely with Information Technology Services Division to align CLPPB data processes with departmental standards and architecture. Represents CLPPB on technical working groups related to departmental analytics infrastructure and solutions. Collaborates with program staff, subject matter experts, and developers to develop business requirements. Provides informatics subject matter expertise and leadership within and outside of CLPPB.

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.)

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:
 Approved By: DN
 Date: 1/2026