

DUTY STATEMENT

Employee Name:	Position Number: 580-480-5651-001
Classification: Research Scientist Supervisor II (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: CalREDIE Stakeholder Support Section Chief	Work Location: 1616 Capitol Ave, 2 nd Floor Sacramento CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Public Health Reporting Information Exchange Branch/CalREDIE Stakeholder Support 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, 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 inclusiveness, 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 leading efforts to optimize data and technology through improved collection and reporting of communicable disease data via the CalREDIE program.

The Research Scientist Supervisor II (RSS II) initiates, supervises, and directs the development of plans, operational procedures, guidelines, and training to enhance CalREDIE effectiveness as a surveillance system. The incumbent recruits, trains, and mentors staff to ensure program mandates are met and oversees strategic projects that improve data quality and timeliness. This role also leads

planning and implementation for the Future Disease Surveillance System (FDSS), ensuring compliance with legal, security, and interoperability requirements. Requires up to 10% travel.

The Research Scientist Supervisor II will perform duties in the Epidemiology/Biostatistics discipline.

The incumbent works under the general direction of the Research Scientist Manager, Branch Chief of the Public Health Reporting Information Exchange (PRIME) Branch.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Leads and oversees CalREDIE Stakeholder Support by supervising, coordinating and directing the development of plans, operational procedures, guidelines, recommendations, and education/training activities to strengthen and improve the use of CalREDIE as a statewide communicable disease surveillance system. Defines and prioritizes objectives for each Unit/Team within the Section and supervises team activities to ensure alignment with scientific and program goals. Organizes and directs long-term projects aimed at improving data quality and completeness by applying continuous quality improvement principles. Plans and executes epidemiologic studies, including study design, data collection, statistical analysis, and comprehensive reporting of finding related to communicable diseases.
- 30% Directs and supervises a multidisciplinary team of Research Scientists, Research Data Specialists, contract epidemiologists and analytic staff. Recruits, trains, mentors, and evaluates scientific personnel to ensure program mandates are met. Convenes section staff meetings to communicate priorities and monitor progress. Oversees, directs, coordinates activities to enhance and evaluate the CalREDIE system for communicable disease surveillance. Provides leadership for the delivery of technical assistance, Help Desk support for CalREDIE users, and user training to ensure effective system utilization and consistent application of surveillance protocols. Ensures the provision of accurate and timely surveillance data to CDPH programs, Local Health Jurisdictions (LHJs), and the Center for Disease Control and Prevention (CDC). Maintains regular and proactive stakeholder outreach and communication to strengthen collaboration and system performance. Collaborates closely with the Chief of CalREDIE Surveillance Section and Information Technology Service Division (ITSD) staff, to oversee, direct, and coordinate activities to enhance and improve CalREDIE and the incorporation of laboratory and electronic case report data received electronically.
- 20% Supports and drives the development and implementation of the Future Disease Surveillance System (FDSS), which will replace CalREDIE. Works closely with stakeholders across DCDC, the Informatics Branch, Office of AIDS, ITSD, Office of Environmental Health Hazard

Assessment, Local Health Departments, Health Care Organizations (external), Health Information Exchanges/Organizations, and other stakeholders to address surveillance issues including legal and security requirements to improve the timeliness and efficiency of electronic surveillance activities.

15% Represents the DCDC and PRIME in high-level meetings with federal, state, county, and non-governmental organizations. Develops policies, procedures, and quality improvement processes for reporting requirements including National Electronic Disease Surveillance System (NEDSS), Health Level 7 (HL7) messaging, and Public Health Information Network (PHIN) certification.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as required. This position is considered an emergency responder (Disaster Service Worker) and may be called to work outside of normal business/working hours and days, including weekends and holidays, should an emergency occur.

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 the 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: 03/04/26