

DUTY STATEMENT

Employee Name:	Position Number: 580-501-5594-XXX
Classification: Research Scientist Staff	Tenure/Time Base: Permanent / Full-time
Working Title: Data in Action Lead	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	Branch/Section/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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing data-driven decision making, equity-centered public health practice, and collaborative innovation across the Center for Family Health (CFH). The activities reflect the role's contribution to Center operations and strategic priorities through internal and external collaboration.

The incumbent works under the general direction of the Deputy Director of the Center for Family Health. The Research Scientist Staff serves as the CFH Data in Action Lead. Responsibilities include leading Center-wide collaborative data initiatives and conducting and leading quality improvement efforts. The Research Scientist Staff will also serve as a resource for CFH programs, providing statistical and epidemiological advisement to CFH Divisions, and assisting with Center-level scientific

review of reports and manuscripts.

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% Leads the design and implementation of Center-wide data initiatives that align with strategic priorities across WIC, MCAH, and GDSP; translates complex findings into actionable insights for internal and external partners; collaborates across CDPH and with local health jurisdictions, tribal health partners, academic institutions, community-based organizations, and others to co-develop data tools and products to advance family health in California. In addition to regular meetings with partners and internal teams to co-develop action-orientated data products, this includes the biweekly facilitation of a Black Birth Equity (BBE) data workgroup and implementation of BBE Action Plan objectives aimed at innovating and enhancing approaches to illustrate community health, wellbeing, and satisfaction of Black mothers and birthing people served by CFH programs.
- 25% Provides data-driven recommendations advancing quality improvement efforts to assess program and administrative performance, identifies gaps, and enacts data-driven strategies; coordinates cross-Center data integration and analysis to monitor and share trends and emerging challenges. Leads the development and implementation of protocols for producing data reports and data visualizations and other communication tools. This includes development and ongoing implementation of a data visualization platform to track and refine internal Lean A3 strategic action.
- 15% Provides scientific guidance and support to CFH scientists on applied methods, data governance, and community-partnered research approaches; develops and implements data equity frameworks and training resources to build capacity across Divisions and partners in using data for action. Leads the development of an academic calendar for each Division regarding planned reports, manuscripts, and abstracts on scientific findings as a means of shared prioritization of data analysis and planning for data releases. Assists in Center-level scientific review of reports and manuscripts and serving as the CFH liaison for data governance issues.
- 15% Supports Center-wide data governance efforts in collaboration and alignment with partners across CDPH, including the development of data-sharing protocols, privacy safeguards, and ethical use standards in collaboration with the Divisions and internal partners. Maintains a working knowledge of major studies in peer-reviewed literature related to evaluation science, epidemiology, health disparities, and family health. Represents CFH in interagency workgroups and statewide data collaboratives; ensures Center priorities are actualized in

these spaces.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as assigned.

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: Brittany Hanson

Date: 2/27/26