

**DUTY STATEMENT**

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| Employee Name:<br>Vacant  | Position Number:<br>580-520-5656-003   |
| Classification:<br>Research Scientist Supervisor II   | Tenure/Time Base:<br>Permanent / Full-Time   |
| Working Title:<br>Supervisor, Home Visiting and Systems<br>Evaluation Section<br>(Social/Behavioral Sciences)<br>(Epidemiology/Biostatistics) | Work Location:<br>1615 Capitol Avenue<br>Sacramento, CA 95814  |
| Collective Bargaining Unit:<br>S10  | Position Eligible for Telework (Yes/No):<br>Yes  |
| Center/Office/Division:<br>Center for Family Health<br>Maternal, Child, and Adolescent Health Division  | Branch/Section/Unit:<br>Program Evaluation and Data Systems Branch<br>Home Visiting and Systems Evaluation 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, 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 maintaining a proactive culture of quality improvement and leveraging data and technology to enhance services.

The incumbent works under the broad administrative direction of the Research Scientist Manager of the Program Evaluation and Data Systems (PEDS) Branch. The Research Scientist Supervisor II (RSS II) will supervise the Home Visiting and Systems Evaluation (HVSE) Section. The HVSE Section implements data systems and conducts a variety of program evaluations to determine the reach, fidelity, outputs, outcomes, and impact of the California Home Visiting Program (CHVP) and other Maternal, Child, and Adolescent Health (MCAH) programs. The RSS II oversees the development of information systems to support the implementation of local and state program evaluation efforts. The

incumbent will participate in the development and analysis of long-range strategies and plans for MCAH programs and in the development and analysis of health policies based on the findings of evaluation studies. The incumbent will be responsible for the management of studies conducted as part of the HVSE, including overall supervision of scientific staff, recruitment and training, and implementing the various HVSE functions according to the policies and procedures established by the CDPH. The incumbent must demonstrate a high degree of scientific research expertise in the field of program evaluation, data system development, and administrative ability in conceptualizing, implementing, budgeting, and managing complex evaluation studies. Up to 5% travel is required for local agency site visits, statewide, or national meetings and may include overnight stay(s).

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**Special Requirements**

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

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**Essential Functions (including percentage of time)**

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- 30% Provides scientific and managerial leadership for the development and implementation of data systems, program evaluation studies, and on-going program monitoring of home visiting and other MCAH programs. Allocates staff and HVSE Section resources to ensure timely completion of products. Conceptualizes, plans, develops, and manages staff developing and implementing data systems and conducting evaluation studies. Leads staff in program evaluation conceptualization, design, scope, stakeholder collaboration, theoretic foundation, implementation, analysis, documentation, and dissemination of findings. Evaluation approaches may include environmental scans, formative evaluations, implementation evaluations, programmatic outcome evaluations, and complex hypothesis-driven analyses using advanced statistical methods. Evaluation design should integrate research methods of the social/behavioral sciences and factors related to race/ethnicity, social/economic inequality, organization performance, and community context into decision making and policy development as appropriate to the research question. Provides scientific and managerial leadership for linking evaluation findings into program practice and policy.
- 20% Develops and maintains state management information systems and data platforms to support local agency program management, implementation monitoring, and program evaluation activities, including but not limited to data collection, data collection forms, code book development, data reporting capacity, production of analysis files, training priorities, and data fluency expectations. Ensures data operations systems conform to State of California information technology standards and state and national privacy and confidentiality laws and policies. Ensures scientific research and evaluation projects are in accordance with the mandates and directives of the State Committee for the Protection of Human Subjects.

- 15% Collaborates with MCAH Division staff, MCAH leadership, and other partners to propose, develop, and evaluate new policies and programs based upon scientific research and evaluation findings. Provides expert consultation to departmental programs, other researchers, and policy analysts on complex issues involving program evaluation, including evidence-based and evidence-informed approaches to identify, implement, and evaluate programs. Develops recommendations for the MCAH Division regarding research, evaluation, and policy needs and develops proposals, studies, and data summaries to meet these needs. Participates in workgroups with external partners and provides leadership to internal planning teams.
- 10% Provides scientific and managerial support in the coordination and preparation of data and narrative of all mandated federal reporting, grants, funding applications, and other funding requirements. These include, but are not limited to, the Maternal, Infant and Early Childhood Home Visiting program and the Maternal and Child Health Title V Block Grant Application/Report.. Allocates staff and HVSE resources to ensure the timely completion of products, including the management of contracts that support these functions.
- 10% Supervises the preparation of final scientific reports, scientific publications, and other communications which present and interpret the results of HVSE evaluation findings and their policy implications to appropriate elements of state government, the public, and the scientific community. Serves as a liaison to local, state, and federal agencies developing research, health promotion and prevention policies and programs. Presents at scientific meetings and prepares articles for publication in scientific journals. Prepares budget change proposals, bill analyses, issue memos and recommendations for departmental action. Maintains professional competence by continual review of scientific and technical literature, participation in continuing education activities, and attendance at professional conferences and symposia.
- 10% Recruits, trains, supervises, and evaluates scientific and support staff; supervises the development and implementation of procedures to ensure adherence to departmental policies; holds supervisory meetings with staff; develops and supports staff Individual Development Plans in accordance with CDPH and MCAH policies and procedures.

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**Marginal Functions (including percentage of time)**

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- 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: HD

Date: 03/2026