

DUTY STATEMENT

Employee Name:	Position Number: 580-480-5643-002
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: SaPHIRE Unit Supervisor (Epidemiology/Biostatistics)	Work Location: Various locations available. Location to be determined upon hire.
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 Surveillance Section/SaPHIRE 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, 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 the integrity of surveillance and epidemiologic data for public health investigation in the State of California. Individuals in the SaPHIRE Unit may participate in a diverse array of surveillance and data science related activities in support of the Public Health Reporting Information Exchange (PRIME) Branch, including but not limited to: collecting, managing, and analyzing electronic lab reporting (ELR) data, reporting of electronic case reporting data (eCR), cloud database development and maintenance, routine and ad-hoc data quality report generation, data visualization (e.g., Power BI), public health data infrastructure monitoring and intervention, collaborating with CDPH disease programs and local health departments about data quality issues, and working with

data submitters, vendors, and other internal and external public health partners to resolve data quality issues.

The Research Scientist Supervisor I (RSS I) supervises a team of data analysts responsible for developing monitoring systems and alerts to ensure laboratories and healthcare organizations are appropriately reporting notifiable conditions to public health in a timely and complete manner. The RSS I collaborates with the SaPHIRE application vendor to maintain system reliability, ensure data integrity, and support proper reporting processes by laboratories and healthcare organizations. The RSS I conceives, plans, and coordinates initiatives to improve communicable disease surveillance data quality and completeness. The position requires effective communication with internal and external partners to identify and resolve issues related to data transmission, message structure, or other data quality issues. The RSS I must demonstrate strong leadership, organization, and planning skills, along with advanced programming and informatics knowledge to support the success of these efforts, including knowledge of SQL and either R or Python.

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

The incumbent works under the direction of the Research Scientist Supervisor II, Chief of the CalREDIE Surveillance Section.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Coordinates and directs the development of strategic plans, operational procedures, guidelines, recommendations, and training programs to improve statewide communicable disease surveillance. Leads and supervises the SaPHIRE Unit staff by recruiting, training, and providing daily oversight to ensure program mandates and public health objectives are met. Liaises with the SaPHIRE application vendor to monitor deliverables, oversee sprint cycles, and validate system changes using established project management practices. Guides and evaluates the work of data analysts and ensures development of monitoring systems and alerts to verify timely and complete reporting of notifiable conditions by laboratories, healthcare organizations, and participating programs through ELR and eCR process. Provides high-level oversight of unit operations and ensures alignment with CDPH program and priorities. .
- 30% Provides direct oversight of existing operations and develops new or ad hoc processes and protocols for analysis, investigation, resolution, and reporting of data errors, omissions, and anomalies in response to CDPH needs. Organizes long-term projects to improve data quality and completeness using continuous quality improvement principles. Manages and

coordinates the process of manual adjudication of incomplete records to ensure availability to local public health partners in a timely manner. Ensures standard operating procedures are developed and used for routine tasks. Oversees routine and ad-hoc data quality reporting and support database management processes, including evaluation of data standards and formats used by programs submitting reportable disease data. Performs complex reviews of ELR and eCR submissions, dashboards, and message structure to identify and resolve anomalies, including evaluation of data standards and formats used by programs submitting disease data. Utilizes advanced informatics tools, including SQL and either R or Python, as well as data visualization tools such as Power BI, to analyze and integrate ELR and eCR data sources for accuracy and reliability across systems. .

- 25% Establishes and maintains reliable and effective methods for communicating with internal and external partners, including CDPH programs that rely on SaPHIRE data for public health monitoring and investigation. Develops or supervises the development of data visualizations and written and oral reports using advanced reporting tools. Collaborates closely ITSD and unit staff to coordinate SaPHIRE-related activities, ELR and eCR workflows, cloud database functions, and system enhancements. Coordinates with CDPH programs in DCDC and Infectious Disease Laboratory Branch (IDLB) to ensure reliable, consistent, and timely transmission of reportable disease data from laboratories and healthcare organizations. Contribute to funding proposals and progress reporting related to SaPHIRE Unit activities. Represents the DCDC and PRIME in meetings with federal, state, county, and non-governmental organizations.

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa – 850 Marina Bay Parkway Richmond, CA 94804
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1616 Capitol Avenue Sacramento, CA 95814
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	

Marginal Functions (including percentage of time)

5% Performs other duties as directed by the CalREDIE Surveillance Section Program Chief. 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 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: 03/10/26