

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-404-5643-007
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Data Management Unit Chief (Epi/Bio)	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS/Surveillance and Prevention Evaluation and Reporting Branch/Surveillance Section/Data Management 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 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 ensuring federal protocols and state procedures related to data security and confidentiality are followed by Data Management Unit (DMU) staff. The Research Scientist Supervisor I (RSS I) directs regular data quality control procedures including data workflow diagram development, matching and geocoding, HIV lab and adult case report form imports into the Office of AIDS (OA) surveillance system, and dissemination of data and quality assurance (QA) reports to the Surveillance Section and coordinates the development, testing, and maintenance activities of electronic systems and subsequent data used by the Surveillance Section. The RSS I is responsible for coordinating with the Surveillance Section Chief, the Quality Management Unit (QMU), the Data Analysis and Matching

Unit (DAMU) and other surveillance staff to ensure that data management and quality assurance activities support the goals of the section.

The incumbent works under the general direction of the Research Scientist Supervisor II (Epidemiology/Biostatistics). The RSS I directs processing, cleaning, management, and quality improvement of HIV/AIDS case surveillance data in California in accordance with guidelines provided by the federal Centers for Disease Control and Prevention (CDC).

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Assumes responsibility for the processing, cleaning, and management of California HIV surveillance data, assuring the data complies with CDC and Office of AIDS (OA) standards with respect to accuracy, completeness, and timeliness. Maintains expertise in Statistical Analysis System (SAS) and Structured Query Language (SQL) to support data management activities. Provides technical guidance to DMU staff relating to surveillance practice and HIV surveillance data structure. Oversees data quality and data improvement processes, including development and routine generation of QC reports for data timeliness, completeness, and accuracy. Collaborates with senior research scientists to develop procedures to monitor key items such as incarceration status; ascertain service quality delivery such as appropriate HIV testing algorithms; and identify areas of special significance for data quality improvement efforts, such as data elements relating to HIV care status. Develops timelines for data processing and quality control procedures that ensure the data is ready for analysis and release of on-time scheduled data dissemination products. Collaborates with the QMU Chief and Surveillance Section Chief to facilitate cross-unit coordination of data quality improvement activities.
- 30% Oversees research scientists who develop, manage, and monitor electronic data system processes, including importing, exporting, parsing, and validating HIV laboratory and case information between multiple data systems. Directs the work of research scientists and other staff who serve as subject matter experts (SME) in the development and maintenance of HIV/AIDS case information data flow into and out of CalREDIE, the current statewide infectious disease surveillance system, CalCONNECT (CC) system for HIV and STD Field Investigations data, and Integrated Infectious Disease Data Warehouse (I2D2) for OA data and supports department efforts for modernizing disease surveillance systems and processes by acting as a SME for HIV surveillance data needs. Assigns duties and coordinates staff time to establish and maintain procedures for importing, cleaning, and exporting data from CalREDIE to the HIV surveillance database (eHARS). Oversees the development and deployment of automated procedures for conducting appropriate data checking and cleaning to meet CDC and OA standards for data quality and completeness. Coordinates with QMU for data cleaning and data

quality improvement activities related to HIV surveillance data flow. Collaborates with CaREDIE, CC, I2D2, and other data system staff to assist in ensuring electronic data system functions and processes meet programmatic needs.

- 10% Oversees research scientists who conduct routine matching of HIV surveillance data to Social Security and California Vital Statistics death and birth records to assure all deaths among HIV/AIDS cases are reported, and births among cases are identified for follow-up. Develops and maintains expertise in the relational structure of eHARS, document-based surveillance, and probabilistic matching methods to lead staff in importing new information from multiple data sources (e.g., Medi-Cal, HIV care databases) into eHARS. Facilitates collaboration between surveillance section staff scientists and DMU to develop and routinize protocols for matching HIV surveillance data with sexually transmitted diseases, tuberculosis, and other surveillance databases to improve reportable disease surveillance and public health service delivery statewide. Direct and monitor routine matching protocols to ensure accuracy and timeliness.
- 10% Manages DMU staff time in providing routine reports, such as line-listed HIV surveillance data to local health officers for public health purposes within their jurisdiction. Supports data analysis and dissemination activities conducted by other research scientists in the Surveillance Section. Oversees the routine production of reports assessing surveillance data quality, including the surveillance evaluation report to inform senior management. Collaborates across branches and divisions to contribute to Department-wide initiatives and efforts around data management and data quality improvement.
- 10% Assists in drafting the Integrated HIV Surveillance and Prevention Programs Grant Annual and Interim Progress Reports and drafting the Integrated HIV Surveillance and Prevention Programs grant every 5 years. Responds to drills from CDPH executive staff, Legislative Analyst Office, Governor's Office, and other State Agencies. Attends SPER management meetings, OA Management Team Meetings, Surveillance Section meetings and OA all-staff meetings. Completes all trainings mandated by CDPH and ensures all unit staff are current with all such trainings. Completes performance evaluations for all unit staff annually. Approves requested time off, training and travel for unit staff.

Completes annual data security and confidentiality trainings for both CDPH and OA. Ensures all DMU staff are compliant with CDC and CDPH data security and confidentiality standards. Follows and promotes data confidentiality requirements and policies.

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.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: E.L

Date: 04/23/2026.