

**DUTY STATEMENT**

Employee Name:	Position Number: 580-520-5582-024
Classification: Research Scientist	Tenure/Time Base: Permanent / Full-time
Working Title: Monitoring & Data Systems Scientist (Epidemiology/Biostatistics) (Social/Behavioral Sciences)	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 Maternal, Child, and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Adolescent and Perinatal Program Evaluation Section Perinatal Program Evaluation and Data 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 Resources Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working on data and evaluation efforts of Maternal, Child, and Adolescent Health (MCAH) programs such as Black Infant Health and the Perinatal Equity Initiative, which promote the health and wellness of participating mothers and birthing people, families, and children.

The incumbent works under the general supervision of the Research Scientist Supervisor I (RSS I) for the Perinatal Program Evaluation and Data Unit. The Research Scientist (RS) will plan, organize, and carry out tasks of moderate scientific scope and complexity, using tools and methods related to data collection, data management, and data analysis, for the monitoring and evaluation of federally and state funded MCAH programs. The RS will produce valid data for MCAH programs. The RS also

provides support in configuration, maintenance and operations of cloud-based data systems and utilizes the data sets to comply with mandated program, state, and/or federal reporting. Travel required for local agency site visits.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Plans, organizes and implements MCAH monitoring and evaluation projects of moderate scope and complexity that are short and long-term projects, and collaborates with other scientific staff in conducting components of projects that are complex in nature. Programs supported may include but are not limited to the Black Infant Health (BIH) program and the Perinatal Equity Initiative. Supports the design, configuration, maintenance, integrity, and reliable operation of the BIH cloud-based data system, in collaboration with other scientific staff, program consultants, model developers, local implementing agencies (LIAs), CDPH Information Technology Services Division, and software vendor(s). Performs data quality processes, data system updates, data entry trainings, and preparation of analysis files. Ensures data operations conform to State of California information technology requirements, and requirements for the protection of confidential data. Collaborates with programmatic and scientific leadership to develop and execute data-informed methods and investigations to identify improvements to program services. Conducts analyses in response to time sensitive and confidential drills from the Director's Office or inquiries from the public.
- 30% Develops and implements live data reports within the data system using BusinessObjects Web Intelligence. Collaborates with MCAH staff including management, research and program staff, LIAs, statewide advisory groups, and contractors to identify data collection and reporting needs, to develop monitoring plans with an equity perspective, and to ensure that the data system serves program evaluation needs. Conducts regular descriptive and inferential analyses of BIH program for program monitoring, including organizing, cleaning, standardizing, applying appropriate statistical methods and software (SAS), and creating monitoring reports. Contributes to scientific products such as fact sheets, conference presentations, data reports, peer-reviewed publications, and other forms of public dissemination.
- 20% Provides scientific assistance to MCAH programs, program implementation teams, and local health jurisdictions to support data collection or data interpretation as needed for program evaluation and quality improvement. Supports LIAs as needed to ensure coordination and implementation of activities across stakeholders. Support evaluation colleagues for translation of data collection requirements to data system configuration and respond to data collection questions. Conducts data collection trainings.
- 10% Maintains a working knowledge of major studies in the peer-reviewed literature related to implementation science, culturally responsive evaluation, maternal, perinatal and child

health, and health disparities, particularly topics related to those the position is charged to evaluate. Attends staff meetings, prepares correspondence, participates in federal reporting, local agency site visits, contract solicitations, and contract monitoring. Keeps manager updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Develops and builds skills through structured classes and individual research.

**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: HD  
 Date: 04/2026