

DUTY STATEMENT

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| Employee Name: Vacant | Position Number: 580-430-5594-909 |
| Classification: Research Scientist Staff | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Data Scientist (Epidemiologist/Biostatistics) | Work Location: Various locations available. Location to be determined upon hire |
| Collective Bargaining Unit: R10 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control | Branch/Section/Unit: Immunization Branch/Vaccine Preventable Disease Epidemiology and Control Section/Immunization Registry and Preparedness 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 Immunization Branch.

The Research Scientist Staff [Epidemiology/Biostatistics (Epi/Bio)] develops, designs, and implements methods to analyze, evaluate, and disseminate data from the California Immunization Registry (CAIR) and other relevant data sources such as school reporting, and other surveys such as Behavioral Risk Factor Surveillance System to define immunization coverage gaps, focus and drive improvement

efforts, and reduce health inequities in vaccine-preventable diseases. Immunization information systems like CAIR are a crucial tool in protecting communities from vaccine-preventable diseases. By analyzing CAIR data, the RSS supports the CDPH mission to advance the health and well-being of California's diverse people and communities. The RSS also supports the Immunization Branch's strategic plan, which aims to provide leadership and support to efforts to protect the population from vaccine-preventable diseases. The RSS (Epi/Bio) serves as a lead to lower-level scientists.

The incumbent works under the general direction of Research Scientist Supervisor I of the Immunization Registry and Preparedness Unit.

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 and develops projects related to immunization coverage and vaccine equity. Analyzes large, complex datasets to identify trends, patterns and relationships. Performs advanced statistical and epidemiologic analysis of immunization data and other data sources to determine vaccination coverage patterns and trends. Extracts and analyzes data from multiple data sources. Conducts record linkage with supplemental datasets such as disease surveillance, school immunization coverage or birth certificate data. Identifies opportunities to enhance CAIR data quality and completeness. Designs, validates, tests, automated data processes of immunization data. Disseminates findings, recommendations, and implications of data analysis projects, project evaluation, research, or other activities through peer-reviewed publication, professional conferences, seminars, and/or other forums as needed.
- 30% Uses epidemiologic and public health informatics expertise to lead and manage the development of datasets, dashboards, and other reports that characterize vaccination progress and disparities in immunization coverage. Designs user-friendly data visualizations for a variety of audiences, including CAIR data submitters and provider outreach teams. Provides expertise for the development and improvement of new versions of CAIR and related data systems.
- 15% Provides consultation and technical assistance to CAIR users, including local health departments and health plans on generating and interpreting CAIR data analyses and reports. Assesses and responds to the immunization data needs of internal programs such as Vaccines for Children, pandemic flu preparedness, Medi-Cal, vital records, WIC, health systems, organizations, and external researchers.
- 10% Maintains expertise in public health informatics, epidemiologic methods, and tools (e.g., geographic information systems), through review of scientific literature and participation in

national and state working groups, professional conferences, and training. Maintains a thorough understanding of clinical decision support tools for immunization, the current recommendations of the Advisory Committee on Immunization Practices, and American Immunization Registry Association standards.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

| Region | Counties | Available Headquarter Locations |
|---------------|---|--|
| 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 | Immunization Branch 850 Marina Bay Parkway, Richmond, CA 94804 |
| Region IV | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo | Division of Communicable Disease Control 1616 Capitol Avenue, Sacramento, CA 95814 |

Marginal Functions (including percentage of time)

5% Performs other Research Scientist Staff work-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: E.L
Date: 5/6/2026