

**DUTY STATEMENT**

Employee Name:	Position Number: 580-510-5647-003
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent / Full Time
Working Title: Vendor Analysis, Research, and Evaluation Section Chief (Social/Behavioral Sciences)	Work Location: 3901 Lennane Drive Sacramento, CA 95834
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Data and Integrity Branch / Vendor Analysis, Research, and 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 Resources Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Data and Integrity Branch, the incumbent serves as part of a team that collects, analyzes, monitors, and leverages data, research, and policies to benefit, optimize, and protect the Women, Infants, and Children (WIC) program and its participants, local agencies, and vendors.

The incumbent works under the general direction of the Chief, Data and Integrity Branch, Research Scientist Supervisor II (RSS II). The Research Scientist Supervisor I (RSS I) is responsible for the operation, technical guidance, and supervision of the Vendor Analysis, Research, and Evaluation (VARE) Section in providing analysis, monitoring, evaluating, reporting, and dissemination of WIC vendor and Electronic Benefit Transaction (EBT) redemption data and reports. The RSS I is responsible for assessing and leveraging the EBT data and trends to monitor California's progress in

meeting goals and objectives. Develops a Data Analytics Plan to leverage use of EBT and utilization data to contain program costs and maximize health outcomes. The manager actively participates as a member of the WIC Division management team.

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**Special Requirements**

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- 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:

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

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- 30% Provides administrative and technical guidance and direction to research staff in the analysis, monitoring, evaluating, reporting, and dissemination of WIC vendor, EBT redemption, and benefit utilization data. Establishes and monitors project priorities, goals, and objectives to ensure the effectiveness of WIC program activities, maximize participant access to vendors, address racial and health equity issues, and contain program costs. Assures compliance with state and federal policies and data reporting requirements; oversees the data activities to comply with the federally-mandated, triennial vendor cost containment assessment. Designs and oversees data improvement and quality assurance activities; oversees development of a vendor monitoring and evaluation plan to ensure the structure fairly reimburses vendors while meeting the federal cost containment and competitiveness requirements; implements the Department-supported Lean and Results-Based Accountability frameworks. Works collaboratively within the WIC Division to plan, develop, and respond to budget drills, internal and external data requests, and publication of program reports.
- 30% Plans, organizes, and directs major scientific research studies of a broad scientific scope and complexity to improve the effectiveness and efficiency of the WIC program. Collaborates with the Participant Analysis, Research & Evaluation (PARE) Section Chief and research staff in Division-wide research and evaluation projects; collaborates closely with the Branch program integrity research staff to prevent and detect program abuse. Consults and collaborates in the development and implementation of research studies with external researchers, such as from the California Department of Social Services, the United States Department of Agriculture (USDA), and the University of California. Assesses and leverages EBT data and trends to monitor California's progress in meeting goals and objectives to improve the health of California's women, infants, and children. Works collaboratively with multiple areas of the WIC Division to identify and provide EBT data to understand food benefit utilization trends to inform program changes that address demographic and geographic disparities, food deserts, racial and health inequities, and opportunities to adjust WIC-authorized foods to reflect cultural food preferences. Develops a Data Analytics Plan to maximize use of EBT data to inform WIC retention and recruitment activities, improve health outcomes, and address health disparities.
- 20% Recruits, interviews, and hires staff; ensures staff completes the mandatory trainings; reviews/approves timesheets, absence requests, and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Fosters an engaged and supported team by using a strength-based approach to determine training needs for new

and existing staff; identifies and promotes continuing staff development and specialized training; evaluates performance of staff in a timely manner; coaches and mentors staff in the development of work plans; and monitors work progress.

Actively participates on the WIC Management Team and other manager meetings to ensure accountability for performance and outcomes for the WIC program; keeps management apprised of program status and achievements. Collaborates and communicates with management across the division to discuss, plan, and implement strategies impacting WIC services.

- 15% Collaborates with staff from the Technology Support and Integration Branch, the Vendor Management Branch, and the Vendor Policy and Food Package Section to improve and enhance the business functionality, data structure, reporting, and security features of the Division’s Management Information Systems, primarily the WIC Web Information and System Exchange (WIC WISE) and the Vendor Portal applications. Participates in business requirement gathering and design activities; guides VARE staff in user acceptance testing and data quality assurance activities. Works closely with staff from PARE to oversee the functionality and data quality of the Tableau-based reporting system, and the WIC Reporting, Analytics and Data (WRAD) system; shares issues and feedback with the WRAD contractor; participates in and supervises system enhancement and quality assurance activities.

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

- 5% Performs other job-related duties as assigned.

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: EH

Date: 06/2023