

DUTY STATEMENT

Employee Name:	Position Number: 580-035-5643-002
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent/Full-time
Working Title: Evaluation Science Unit Supervisor	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: Office of Health Equity	Branch/Section/Unit: Research and Evaluation Branch, Health Equity Research and Statistics Section, Evaluation Science 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 promoting strategies to achieve optimal health, mental health and well-being through effective program evaluation and monitoring.

The Research Scientist Supervisor I (RS Sup I) leads the Evaluation Science Unit (ESU) and works under the general direction of the Research Scientist Supervisor II lead of the Health Equity Research and Statistics Section (HERSS). This section is part of the Research and Evaluation Branch (REB) in the Office of Health Equity (OHE). The incumbent provides technical and scientific oversight for the

planning, implementation, analysis, and dissemination of scientific program evaluation projects across OHE. The RS Sup I provides daily supervision, administrative guidance, and direction to evaluation Research Scientists working on a wide range of topics including, but not limited to, gender health and behavioral health. The RS Sup I directs the workload of supervisees, responds to drills and assignments, reports on activities and outcomes, coordinates with other program and scientific staff in OHE and throughout CDPH, and engages with partners and collaborators outside of CDPH. The RS Sup I is responsible for the scientific integrity of all program evaluation work produced by ESU. The incumbent exercises a high degree of initiative, flexibility, and originality in a substantial decision-making role.

Special Requirements

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

Essential Functions (including percentage of time)

40% Provides administrative and scientific supervision and leadership in planning, organizing, and directing the work of the ESU. Serves as supervisor and mentor for program evaluation Research Scientists. Directs strategic planning efforts and development of evaluation goals and objectives. Prioritizes, reviews, and assigns workload to ESU staff to meet program mandates, goals, and objectives. Recruits, hires, and coaches Research Scientist staff, evaluates staff performance and training needs, oversees individual development plans, and initiates corrective action where appropriate. Develops standardized processes and procedures, tools, guides, and training materials for conducting evaluation work aimed at reducing inequities.

40% Directs program evaluation to support Department and Office initiatives related to improving Californian's health and health care access. Directs the development of theory of change, evaluation plans, quantitative and qualitative data analysis, and data products. Reviews and provides quality assurance of all program evaluation deliverables. Works closely with Staff Services Managers and Health Program Specialists to align Unit work product with program objectives. Makes recommendations to the Section and Branch leads regarding research priorities and resource allocation. Advances data equity, racial equity, economic justice, diversity, and inclusion in all activities, processes, and deliverables.

15% Facilitates the translation and dissemination of scientific findings through the preparation of reports, publications, presentations, and online content. Builds relationships with evaluation scientists across CDPH, other departments in the California Health and Human Services Agency, academic partners and community-based organizations. Provides presentations at conferences and meetings to a variety of audiences, including the OHE Advisory Committee, local program implementers, and program participants. Responds to health equity program evaluation consultation requests from state and local government agencies and partners. Contributes to legislative bill analyses including fiscal analyses.

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	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

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: J.A.

Date: June 26