

DUTY STATEMENT

Employee Name:	Position Number: 580-408-5643-909
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: System Maintenance and Development Lead	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: Center for Infectious Diseases	Branch/Section/Unit: CalCONNECT Branch / System Maintenance & Development Team

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 contributing to the ongoing development, enhancement, and evaluation of the CalCONNECT platform. CalCONNECT is used to prevent and control the spread of disease by supporting case investigation, contact tracing, and other types of public health disease control activities.

Under the general direction of the CalCONNECT Development, Integration, and Analytics Team Lead (Research Scientist Supervisor II), the Research Scientist Supervisor I (RSS I) oversees the day-to-day activities of the System Maintenance and Development Team. The incumbent provides direct supervision to team staff, coordinates workload and priorities, and ensures the team's work aligns

with section and branch objectives. The RSS I also serves as an assistant proxy Product Owner by helping manage the system maintenance and development product backlog, supporting release planning, and ensuring system enhancements and fixes are documented, prioritized, and communicated effectively to program leadership and technical partners.

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)

- 35% Leads and manages the day-to-day operations of the CalCONNECT System Maintenance and Development Team. Provides direct supervision and guidance to team staff responsible for developing, testing, and maintaining components of the CalCONNECT platform. Facilitates regular team meetings and ensures clear communication of section priorities established by the RSS II and Branch Chief. Conducts 1:1 check-in meetings with staff, reviews and approves timesheets, and completes annual performance evaluations. Serves as the team representative in CalCONNECT daily meetings, leadership huddles, and the CalCONNECT Local Users Call to provide updates on team activities and elevate issues appropriately. Mentors and supports the professional development of team staff and contributes to the coordination of CalCONNECT operations as part of the broader program leadership team.
- 25% Coordinates system-related projects and supports the implementation of section priorities by applying management, problem-solving, and communication skills to meet the needs of CDPH programs and local health jurisdictions (LHJs). Ensures the CalCONNECT system is configured to optimize disease control workflows and that the system functionality supports the day-to-day activities of epidemiologists, disease investigators, public health nurses, and contact tracers. Facilitates public health activities and generates actionable insights to inform public health decision making. Stays informed on system enhancements, modifications, and other related changes. Utilizes subject matter expertise on functionality of the platform, contact tracing program priorities, state guidance, and an understanding of other CDPH teams to ensure the needs of system end users are met. Maintains professional competence and stays current on developments in infectious diseases, epidemiology, and public health informatics to support evidence-informed system improvements.
- 25% Applies scientific and analytic methods to interpret system-related findings and provide input that supports CalCONNECT section priorities. Plans and organizes team level scientific studies and assessments to identify gaps in system functionality and recommend solutions to enhance the disease control capabilities contained within the CalCONNECT platform. Supports programmatic evaluations by contributing subject matter expert for analytics that assess how system capabilities improve disease control outcomes. Oversees the team's user acceptance testing (UAT) activities for each release cycle to ensure system functionality meets established

requirements. Coordinates troubleshooting of system issues and ensures design documents are reviewed for accuracy, clarity, and completeness. Assists in evaluating readiness for adopting data standards and contributes to developing protocols that support data exchange, export, and analysis.

- 10% Communicates, coordinates, and collaborates across the CalCONNECT program to ensure alignment of team activities with section and branch priorities. Maintains awareness of development needs, successes, and barriers, and elevates issues and needs to other team leads and branch leadership as appropriate. Documents and shares successes, best practices, and reports findings with stakeholders. Participates in cross-program task forces and working groups, as needed.

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 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: Skip Thomas

Date: 6/29/26