

DUTY STATEMENT

| | |
|--|--|
| Employee Name: | Position Number: 580-480-5643-001 |
| Classification: Research Scientist Supervisor I | Tenure/Time Base: Permanent/Full-Time |
| Working Title: PRIME Cross-Cutting Unit Supervisor | Work Location: 850 Marina Bay Parkway, Richmond CA 94804 |
| Collective Bargaining Unit: S10 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control | Branch/Section/Unit: Public Health Reporting InforMation Exchange Branch/CalREDIE Stakeholder Support Section/CalREDIE Cross-Cutting Support 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 optimizing data collection and reporting through modernization of the surveillance system administered by the Public Health Program InforMation Exchange (PRIME) Branch.

The Research Scientist Supervisor I (RSS I) for the PRIME CalREDIE Cross-Cutting Support Unit leads a team of research scientist, data scientists, and analysts in the PRIME Branch to modernize the Center for Infectious Disease surveillance system. The RSS I oversees, organizes and prioritizes the team's daily tasks while fostering a supportive, inclusive, and accessible work environment that upholds accuracy, scientific rigor, and operational quality. The incumbent sets clear, equitable

performance expectations and ensures staff have the resources and support needed to meet them. The incumbent guides and monitors the team's progress on surveillance system modernization tasks, establishes measurable outcomes, and ensures that staff work aligns with program goals, timelines, and regulatory requirements.

Additionally, this position coordinates across multiple organizational units, including the PRIME Branch, Information Technology Services Division (ITSD), Division of Communicable Disease Control (DCDC) programs, and associated vendors to support system design, procurement, configuration, and implementation. Provides coaching and professional development, strengthens staff capability in scientific and analytical methods, and ensures consistent adherence to departmental policies and standards.

The incumbent works under the general direction of the Research Scientist Supervisor II, Chief of the CalREDIE Stakeholder Support Section (CSSS).

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% Supervises and directs the daily operations of the CalREDIE Cross-Cutting Support unit by assigning tasks, prioritizing workloads, and monitoring progress to ensure timely, high-quality deliverables. Evaluates staff performance using fair, consistent, and objective criteria; provides constructive feedback and implements corrective and developmental actions when needed to support staff effectiveness. Ensure staff maintain scientific accuracy, apply appropriate methodologies, and comply with CDPH policies and data standards. Coordinates and collaborates with the PRIME Branch, DCDC leadership, ITSD, project management team, and surveillance system vendors to support the implementation and maintenance of the new surveillance system. Identifies operational challenges, proposes solutions, and maintains accountability for the unit's work products and timelines. Leads the review and escalation of system issues, oversees change management initiatives, and conducts evaluation activities to measure system implementation outcomes and user impact.
- 30% Oversees, reviews, and approves scientific and technical documentation, including functional requirements, use cases, as-is and to-be narratives, and training materials. Directs the analysis of business requirements and change requests to ensure they accurately reflect scientific, operational, and system needs. Ensures staff produce complete, accurate, scientifically sound, and accessible documentation and verifies that analytical approaches and workflows meet program expectations. Monitors and coordinates the tracking of system defects and triage activities to support timely resolution and ensure documentation accurately reflects system changes. Organizes and leads regular unit meetings to review progress,

ensure clarity of assignments, identify and document tasks and dependencies, monitor and update project progress, and coordinate the work of unit staff.

25% Leads and facilitates stakeholder meetings, including engagements with local health department and program partners, to communicate project updates, gather feedback, and align expectations across programs. Provide project management consultation and expertise to the PRIME Branch and prepares and/or oversees ad hoc status reports, summaries, and presentations for PRIME leadership and stakeholders. Ensures issues are clearly documented and escalated when appropriate to support timely decision-making. Coaches staff to strengthen communication, collaboration, and facilitation skills and evaluates their performance in these areas. Monitors stakeholder needs and coordinates team activities to support consistent, timely, and effective communication throughout the project lifecycle.

Marginal Functions (including percentage of time)

5% Performs other duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

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: JC
 Date: 06/23/26