

DUTY STATEMENT

Employee Name:	Position Number: 580-351-5582-XXX
Classification: Research Scientist	Tenure/Time Base: Permanent/Full Time
Working Title: Silicosis Research Scientist	Work Location: 850 Marina Parkway, P-3, Richmond, CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Occupational Health Tracking 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 conducting data collection, processing, and analysis to inform efforts to prevent silicosis associated with engineered stone countertop fabrication. Under the supervision of the Research Scientist Supervisor I in the Occupational Health Tracking Unit (OHTU), the Research Scientist (RS) manages and processes public health surveillance data. The RS analyzes and evaluates data sources related to silica exposures and associated health effects; manages, processes, and analyzes data within OHTU's public health surveillance system for silicosis; and contributes to the interpretation, presentation, and application of results to guide the development of prevention strategies and guidelines.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: in-state 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% Analyzes and evaluates data sources to support OHTU's strategic planning, public health surveillance, research studies, investigations, and educational outreach related to engineered stone silica exposures and silicosis. The incumbent uses software such as MS Access, Excel, and Statistical Analysis System to gather, process, and analyze data from multiple sources, including California Reportable Disease Information Exchange, the Reportable Diseases and Knowledge Management System (RCKMS), individual reporters, and hospital data from the Department of Health Care Access and Information. The incumbent standardizes data from multiple reporting mechanisms and incorporates them into the silicosis public health surveillance database. The position supports the RSS I Epidemiologist with data management, processing, and statistical analysis. The incumbent prepares outputs such as tables, figures, and data visualizations for presentations and publications intended for scientific and general audiences, and assists in writing and preparing reports and peer-reviewed scientific manuscripts.
- 30% Implement and monitors systems and procedures to improve data quality and efficiencies in data collection and processing for silicosis. Collaborates with others in OHTU and the Occupational Health Branch (OHB) to identify needs and implement solutions. Utilizes a variety of software programs including Teams, Sharepoint, Excel, and Access to organize and share data and results. Tracks, categorizes, and directs technical assistance provided through the Silicosis Helpline Mailbox. Supports the OHTU Health Program Specialist and other OHB health educators by providing data and technical assistance for developing outreach and education strategies. Interfaces with other internal and external programs including CAL/OSHA and local health departments in conducting efforts for silicosis prevention. Analyzes information, defines resources, and makes recommendations to assist the RSS I/OHTU Chief in developing and implementing data system improvements.
- 25% Conducts reviews of the scientific literature, makes presentations at scientific conferences and to other stakeholders, and contributes to other program output. Assists in fulfilling the mandates of legislation and regulations relevant to silicosis prevention. Maintains professional competence by participating in continuing education activities.

Marginal Functions (including percentage of time)

5% Perform 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: JJ

Date: 7/20/26