

DUTY STATEMENT

Employee Name:	Position Number: 580-408-5651-909
Classification: Research Scientist Supervisor II	Tenure/Time Base: Permanent / Full-Time
Working Title: Development, Integration, and Analytics Section Chief	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 / Division of Communicable 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 providing scientific leadership and administrative direction for 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.

The Research Scientist Supervisor II (RSSII) under general direction of the CalCONNECT Branch Chief, is responsible for overseeing the daily operations of the System Maintenance and Development, Interoperability and Integration, and Report, Analytics, and Data Warehouse teams. The incumbent serves as a subject matter expert, proxy Product Owner, and acts as the primary point

of review with overall responsibility and endorsement for development and updates of CalCONNECT platform. The RSS II is also responsible for monitoring compliance with data security/privacy standards, and ensuring that system development, integrations, and analytics align with CDPH strategic objectives and priorities.

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% Provides administrative direction and leadership for the CalCONNECT program by coordinating and aligning the work of the System Maintenance and Development, Interoperability and Integration, and Reporting, Analytics, and Data Warehouse teams. Establishes operational priorities, guides workflow planning, and ensures that team activities are integrated and support the overall objectives of the CalCONNECT Branch. As Section Chief, the position provides direction to three Research Scientist Supervisor I team leads, with indirect oversight of research scientists and vendor staff. Responsibilities include facilitating cross-team coordination, leading team and project meetings, conducting routine check-ins with team leads, reviewing administrative documents, completing performance evaluations, mentoring scientific leadership, supporting staff development activities, and participating in recruitment and hiring processes.
- 25% Serves as the subject-matter expert for the CalCONNECT platform, applying scientific expertise, analytical skills, and deep knowledge of disease surveillance systems to guide and direct core operational functions. Uses scientific judgement, problem-solving abilities, and effective communication to independently oversee system analysis, monitoring, development, communication, implementation, evaluation, and data management, as well as user training and other maintenance and operations functions related to the CalCONNECT platform. Works with platform developers to review, refine, and approve system specifications for enhancements to the CalCONNECT system, ensuring that all updates support program needs at state and local levels and integrate effectively with existing public health systems.
- 25% Utilizes statistical methods and research techniques commonly applied in scientific, surveillance, and epidemiological studies to analyze, interpret, and report public health data. Provides scientific and technical expertise by preparing and presenting data, offering interpretations of findings, and representing the CalCONNECT Branch when working with other state departments and local stakeholders. Documents and shares best practices, communicates program successes, and reports findings to stakeholders to support informed decision-making and continuous improvement across statewide public health programs.
- 10% Maintains an up-to-date awareness of branch needs, accomplishments, and challenges, and elevates issues to branch leadership as appropriate. Builds and sustains relationships with a

wide variety of internal and external stakeholders at the local, state, and national levels, ensuring effective communication and coordination to support CalCONNECT priorities. Represents the program in relevant workgroups and task forces, contributing scientific and operational expertise to statewide public health initiatives.

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 Pkwy, 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: 7/23/2026