

**DUTY STATEMENT**

|                                                                                                           |                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Name:                                                                                            | Position Number:<br><b>580-520-5594-032</b>                                                                                                                                |
| Classification:<br>Research Scientist Staff                                                               | Tenure/Time Base:<br>Permanent / Full-Time                                                                                                                                 |
| Working Title:<br>Lead Evaluation Scientist<br>(Epidemiology/Biostatistics)<br>(Social/Behavioral)        | Work Location:<br>1615 Capitol Avenue<br>Sacramento, CA 95814                                                                                                              |
| Collective Bargaining Unit:<br>R10                                                                        | Position Eligible for Telework (Yes/No):<br>Yes                                                                                                                            |
| Center/Office/Division:<br>Center for Family Health<br>Maternal, Child, and Adolescent Health<br>Division | Branch/Section/Unit:<br>Program Evaluation and Data Systems Branch<br>Adolescent and Perinatal Program Evaluation<br>Section<br>Perinatal Program Evaluation and Data 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 Resources' Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working on data and evaluation efforts of Maternal, Child, and Adolescent Health (MCAH) programs such as Black Infant Health and the Perinatal Equity Initiative, which promote the health and wellness of participating mothers and birthing people, families, and children.

The incumbent works under the general direction of the Research Scientist Supervisor I, Perinatal Program Evaluation and Data Unit Chief. The Research Scientist Staff (RS Staff) will serve as a high-level scientist leading the design and implementation of Maternal, Child, and Adolescent Health (MCAH) program monitoring and evaluation efforts for the Black Infant Health (BIH) Program. The RS Staff uses tools and methods in the areas of culturally responsive and equitable evaluation,

implementation science, project management, community engagement, statistical programming (SAS), and social behavioral sciences. This position includes 5% statewide and local travel to implementing sites and professional meetings.

---

**Special Requirements**

---

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

---

**Essential Functions (including percentage of time)**

---

- 35% Provides scientific monitoring and evaluation leadership to the Black Infant Health Program; assists and collaborates in the monitoring and evaluation of other MCAH programs and initiatives (e.g., Perinatal Equity Initiative). Consults with MCAH staff, including management, junior scientific staff and program staff, local health jurisdiction staff, statewide advisory groups, and academic partners to identify data collection, analysis, and reporting needs. Utilizes implementation science and social behavioral approaches to plan and implement evaluation studies related to the effectiveness of the BIH program services, and the factors related to the successful implementation of these services. Leads the development of process and outcome measures and benchmarks. Utilizes evaluation results to advise MCAH on the development of program logic models, theory of change, program adaptations, and program improvements. Provides support to junior scientific staff for the development and implementation of evaluation studies. Conducts data analyses including organizing, cleaning, standardizing, and applying appropriate statistical methods and software (SAS). With the RS Staff, Data Systems Lead Scientist, co-leads the development and administration of the BIH cloud-based data collection and management system, including programming of live data reports and ensuring data security and confidentiality. Ensures data operations conform to State of California information technology requirements, and requirements for the protection of confidential data.
- 25% Maintains a working knowledge of major studies in the peer-reviewed literature related to implementation science, perinatal health, and health disparities, particularly topics connected to the program(s) position is charged to evaluate. Acts as a scientific advisor and evaluation consultant to junior scientists, contractors, policy analysts and other health professionals conducting studies or evaluations of perinatal health, health equity, or other MCAH programs. Prepares internal documentation of evaluation research and scientific fact sheets, develop data dashboards or evaluation reports for local program use, and reports and papers for external outlets such as conferences and publications and for public dissemination. Reviews local data and third-party research requests in collaboration with supervisor(s) and senior scientific staff.
- 25% Provides technical assistance to MCAH program staff and local implementing agencies to support data collection or data interpretation as needed for program evaluation and quality improvement. Develops and implements data collection trainings. Reviews scientific reports, papers and products written by program collaborators to ensure consistency, accuracy and appropriate depth of reported methods, results, conclusions and recommendations. Serves as

a researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor's Office, including time sensitive and confidential "drills" from the Director's Office, or responding to inquiries from the public.

- 10% Keeps manager updated on workload and any potential issues and problems that may arise. Develops work plans, timelines, and assists with special projects as needed. Develops and builds skills through structured classes and individual research.

### **Marginal Functions (including percentage of time)**

- 5% Attends staff meetings, prepares correspondence, travels for site visits, professional meetings, contract solicitations, contract monitoring, and 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: HD

Date: 07/2026