

DUTY STATEMENT

Employee Name:	Position Number: 581-450-5594-909
Classification: Research Scientist Staff	Tenure/Time Base: Permanent/Full-Time
Working Title: Epidemiologist	Work Location: 850 Marina Bay Parkway, Richmond CA 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Tuberculosis Control Branch/Surveillance and Epidemiology Section

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 using surveillance and other types of data to inform guidance and practices for tuberculosis (TB) control and prevention.

The Research Scientist Staff (RSS) designs, implements, and reports on applied research studies and analyses from a variety of data sources to address relevant TB control issues. The incumbent leads California TB-related evaluation work, including serving as the state's evaluation focal point to the Centers for Disease Control and Prevention (CDC) national TB evaluation workgroup, and developing and reporting on CDC-required evaluation plans. The RSS serves as a subject matter expert for the California TB Control Branch (TBCB) on national and state TB performance measures,

with a deep understanding of how the performance measures are calculated and interpreted. The incumbent acts as the technical lead for epidemiology liaisons who respond to epidemiologic requests from California local TB programs and who contribute to program evaluation and improvement projects in partnership with specific local TB programs. The RSS also prepares, submits, and leads required reporting to CDC on performance measures and surveillance and epidemiology activities.

The incumbent works under the general direction of the Public Health Medical Officer III, Chief of the Surveillance and Epidemiology Section (SES) of the Tuberculosis Control Branch (TBCB).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5-10%, may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Epidemiology

Designs, coordinates and conducts applied research studies to address relevant TB control problems. Analyzes large, complex datasets to identify trends, patterns, and relationships. Performs advanced epidemiologic analyses of TB data and related data sources to determine TB risk factors, outcomes, prevention, and health inequities. Extracts and analyzes data from multiple data sources. Interprets and presents results from research findings. Prepares reports, scientific publications, and other communications. Develops and recommends TB control standards and practices based on research outcomes.

30% Evaluation

Leads statewide work for national TB evaluation efforts through the CDC TB Program Evaluation Network, serving as designated “evaluation focal point.” Provides technical expertise and leadership in developing and refining national and statewide TB indicators and objectives. Independently oversees development and maintenance of code libraries used to calculate national and statewide TB control performance measures and documents methods used. Applies epidemiological expertise in survey design and analysis. Leads ongoing development and reporting for CDC-required TB evaluation plan for California. Prepares and submits internal and external (e.g., CDC) reports for SES. Supports evaluation components of data reviews and grant applications.

25% Technical Assistance to Local Programs

Acts as lead Epidemiologist for program evaluation and improvement, providing technical guidance to epidemiologist liaisons who support program evaluation and improvement projects with local TB control programs in California. Contributes to annual statewide strategic priorities for local evaluation partnerships. Presents data to local TB programs and provides technical assistance in interpreting performance data and evaluating interventions. Contributes to the formulation and prioritization of interventions based on the data. Provides

epidemiologic assistance as needed to TB programs across California, adapting support to varying morbidity levels.

10% Professional Competence

Maintains and enhances expertise in public health evaluation, epidemiologic methods, and tools by reviewing scientific literature and participating in national and state working groups, professional conferences, and training.

Marginal Functions (including percentage of time)

5% Serves as faculty for local and national trainings on topics related to epidemiology and evaluation. Performs other 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: JC

Date: 08/07/26