

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-011-5594-909
Classification: Research Scientist Staff	Tenure/Time Base: Permanent/Full-time
Working Title: Research Scientist Staff	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch/Research and Analysis Section/Community health Assessment 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 leading advanced epidemiologic research of a highly developed scientific scope and complexity, conducting assessments of population health data, and informing public health strategies that promote equity and improve outcomes across California's diverse communities.

Located within the Office of Policy and Planning (OPP) Research and Analysis Section, Community Health Assessment Unit, the Research Scientist Staff (RSS) works independently and collaboratively to design and implement complex analyses, develop data-driven insights, and support statewide initiatives such as the State Health Assessment, and State Health Improvement Plan - collectively known as *Let's Get Healthy California*. This role bridges scientific rigor with policy relevance, contributing to the development of shared health strategies, population health and performance metrics, and actionable recommendations that guide health programs and inform decision-making. These recommendations change systems through prevention, equity, and collective action.

Under the general direction of the Research Scientist Supervisor I, Community Health Assessment Unit Manager, the RSS will work collaboratively to ensure that OPP leads and collaborates in complex scientific and policy research projects that assess population health outcomes, identify disparities, and inform equitable public health strategies. Through participation in Let's Get Healthy California, the RSS contributes in OPP's efforts to promote transformative system changes and collective action to improve community health across California.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

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% Plans, conducts, and synthesizes complex epidemiologic and policy research related to population health outcomes, health equity, and social determinants of health. Independently develops advanced analytic strategies, and performs statistical analyses using multiple data sources. Interprets finding to write scientific reports, policy briefs, and evidence-based recommendations to guide statewide public health initiatives, including the State Health Assessment, and State Health Improvement Plan, and communicates findings to internal and external partners. Ensures all research activities meet standards for scientific rigor, reproducibility, and equitable data interpretation.
- 30% Designs and implements comprehensive protocols for data collection, analysis, and visualization to support public health monitoring and evaluation. Develops and refines data standards, analytic tools, and interactive dashboards aligned with CDPH standards for equity, demographic disaggregation, and community representation. Prepares high-quality data products for internal and public dissemination; and ensuring methodological transparency, consistency across programs, and adherence to data governance and privacy principles.
- 20% Collaborates with internal teams, local health departments, and external stakeholders to support shared health strategies, integrated policy development, technical guidance, and coordinated public health action. Provides scientific and technical consultation, data interpretation, facilitates workgroups, and contributes to the development of cross-sector partnerships that advance CDPH's mission and strategic goals. Supports project planning,

implementation, and evaluation with an emphasis on community-informed decision making.

- 10% Develops and delivers scientific training, technical assistance, and expert guidance on the use of standardized indicators, evaluation instruments, and data interpretation. Leads capacity-building efforts across CDPH programs to strengthen analytic competencies and promote consistent use of data for decision making. Serves as a scientific resource and mentor for public health interns and external partners, supporting professional development and fostering a learning-oriented environment.

Marginal Functions (including percentage of time)

- 5% Other Research Scientist Staff job-related duties as indicated by the Research Scientist Supervisor I, Community Health Assessment Unit Manager.

☐ 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:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: TY

Date: 8/6/26