

DUTY STATEMENT

Employee Name:	Position Number: 580-811-5594-001
Classification: Research Scientist Staff	Tenure/Time Base: Permanent/Full-time
Working Title: Research Scientist Staff	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Data and Analytics Division	Branch/Section/Unit: Demographics Research 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

The Research Scientist Staff (RS Staff) supports the California Department of Public Health's (CDPH) mission and strategic plan by planning, organizing, and directing scientific research studies for the Demographics Research Section of the Data and Analytics Division within the Center for Health Care Quality (CHCQ). The RS Staff leads scientific research, collects data, and disseminates results related to healthcare facilities, quality of care and the disparity in the quality of care among vulnerable populations. The RS Staff prepares summary statistics and data visualization reports used to make program decisions. The RS Staff creates and maintains databases and develops and improves quality assurance processes as needed.

The incumbent works under the general direction of the Demographics Research Section Supervisor (RSS I).

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)

- 45% Leads a team which uses cutting-edge scientific research and analytic skills to study and evaluate licensing and certification policy, programs, and practice, with particular emphasis on using data-driven methods to identify opportunities for innovation and improvement in the community-based health care system.
- 30% Creates novel research and develops and generates predictive analytics-based quality assurance (QA) mechanisms and translational research findings to protect and improve health care quality particularly for vulnerable populations. Disseminates the results to CHCQ management and provides technical assistance and ideas to ensure the QA elements are within acceptable ranges and support the mission to improve health care accessibility and equity. Develops and updates data visualization reports to assist staff with making data-informed program decisions.
- 10% Creates and maintains large databases for analytical findings and statistical analysis of statewide data related to health care quality and accessibility with an emphasis on underserved populations. Finds and integrates new data to extend the impact of research studies. Develops and employs new technology, techniques, and data gathering apparatus to advance the center's mission of improving access and quality of health care in the State.
- 10% Acts as team lead for the research section. Will be a source of mentorship, advice and knowledge. Presents team findings and research to leadership and the scientific community.

Marginal Functions (including percentage of time)

- 5% Performs other work-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: JF

Date: 8/21/2026