

DUTY STATEMENT

Employee Name:	Position Number: 580-520-5643-010
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Unit Supervisor (Social/Behavioral) (Epidemiology/Biostatistics)	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Maternal, Child, and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch Home Visiting and Systems Evaluation Section Home Visiting Performance Measurement and Evaluation 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 providing leadership for evidence-based decision-making to ensure home visiting programs are targeted to high need populations and implemented as intended.

The incumbent works under the general direction of the Research Scientist Supervisor (RSS) II, Supervisor of the Home Visiting and Systems Evaluation Section. The RSS I provides scientific and management oversight of the Home Visiting Performance Measurement and Evaluation (HVPME) Unit. The HVPME unit conducts a variety of program evaluations to determine the reach, fidelity, outputs, outcomes, and impact of home visiting programs. The RSS I oversees development of management and information systems, development and application of fidelity and performance

measures, and the scientific quality of the program evaluation work. Evaluation approaches include qualitative and quantitative methods and are based on relevant public health, evaluation science, implementation science, and social science literature. The incumbent presents the findings through consultation to departmental management and staff, presentations to public health audiences, fact sheets, government reports, and articles in scientific journals.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Provides scientific and managerial leadership to staff for the development and implementation of program evaluation studies and ongoing program fidelity monitoring. Uses state-of-the-science approaches in evaluation to lead staff in the aspects of program evaluation conceptualization, design, scope, stakeholder collaboration, theoretic foundation, implementation, analysis, quality improvement, documentation, and dissemination of findings. Provides scientific leadership and directs staff in the development and analysis of common statewide metrics of home visiting indicators. Collaborates and coordinates with state and local program implementation teams, national model developers and funders of home visiting services (Department of Social Services, First 5 California, federal Maternal, Infant, and Early Childhood Home Visiting [MIECHV] funded services, etc.) to identify a conceptual framework and associated performance metrics of the implementation and outcomes of home visiting services. Directs staff and provides scientific leadership on complex issues related to the evaluation and monitoring of evidence-informed home visiting models and adaptations to evidence-based models to support delivery of services to underserved regions and populations. Provides scientific and managerial leadership for linking evaluation findings into program practice and policy. Collaborates with programmatic and scientific leadership to develop data-informed methods using population-based data to identify communities in greatest need for services and develops resource allocation methodologies.
- 20% Leads development of statewide and site-specific data reports to inform program monitoring, evaluation, and continuous quality improvement initiatives. Reviews and edits documentation for presentation and interpretation of local site data reports. Ensures reports are updated or created as needed to meet home visiting model developer requirements, local agency information needs, and scope of work deliverables. Directs the development of web-based data dashboards presenting state and agency-level performance metrics for public and site-specific agency use. Directs the use of Excel, SAS, Structured Query Language Server and/or PowerBI to aggregate, count, and visualize data for various scientific and lay audiences.
- 20% Directs statewide data system operations for home visiting programs including configuration of system platform, data collection and variable determination, data analyses, and data quality. Leads efforts for collecting participant and program level data provided via contracted Software as a Service vendor, data sharing agreements with model developers, or implementation of

SharePoint based data collection efforts. Ensures data operations conform to State of California information technology requirements and requirements for the protection of confidential data. Coordinates with CDPH's Information Technology and Services Division (ITSD) to procure software and tools and explores how technology and innovative tools can enhance, streamline, or replace existing California Home Visiting Program (CHVP) data ingestion, storage, processing, integration, analyses, and reporting/visualization processes. Collaborates with program consultants, model developers, Local Health Jurisdictions (LHJs), and software vendor(s) on system design, configuration, and implementation. Provides consultation to other data collection projects in support of Maternal, Child, and Adolescent Health (MCAH) Division initiatives. 10% Supervises the preparation of final scientific reports, scientific publications, and other communications which present and interpret the results of evaluation findings and their policy implications to appropriate elements of state government, the public, and the scientific community. Serves as a liaison to local, state, and federal agencies developing research, health promotion, and prevention policies and programs. Makes presentations at scientific meetings and prepares articles for publication in scientific journals. Ensures studies and collaborative scientific research and evaluation projects are in accordance with the mandates and directives of the State Committee for the Protection of Human Subjects.

- 10% Prepares press releases, budget change proposals, bill analyses, issue memos, and recommendations for departmental action. Recruits, trains, supervises, and evaluates scientific and support personnel; supervises the development and implementation of procedures to ensure adherence to departmental policies; holds supervisory meetings with staff; develops and supports staff Individual Development Plans (IDPs) as per CDPH and MCAH policies.

Serves as an expert 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.

Marginal Functions (including percentage of time)

- 5% Performs other work-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: 08/2026