

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-407-5582-909
Classification: Research Scientist	Tenure/Time Base: Permanent / Full-Time
Working Title: Research Scientist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS, ADAP and Care Evaluation and Informatics Branch / ADAP Fiscal Forecasting 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 conducting HIV/AIDS-related research studies of moderate complexity, including analyzing ADAP data, developing and implementing research studies, analyzing study results, documenting research findings, presenting scientific research or investigations to public health experts and the community, and publishing the results. Under general supervision, provides input into the data collection system and conducts analyses and research activities to assist the ADAP Section in developing, monitoring and evaluating its program, including fiscal analyses and fiscal forecasting.

The incumbent works under the general direction of the Research Scientist Supervisor (RSS) I in the

AIDS Drug Assistance Program (ADAP) Fiscal Forecasting (AFF) Section.

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)

- 40% Monitors data on ADAP client demographics, medication utilization, claims, rebates, health insurance assistance, and payment data to support forecasting of demand, costs, and program income and expenditures. Performs quality assurance and quality improvement analyses of expenditure and income data. Supports the ACEI Research Scientist Senior (RS Senior) in the research, evaluation, and improvement of statistical forecasting, machine learning, and modeling methods. Translates epidemiological and business questions into analytical questions with metrics and indicators that can be tracked using existing data and business intelligence solutions. Employs appropriate research design, methods, and statistical software to respond to requests for grant reporting, fiscal forecasting, budget drills, drug cost analyses, and other data requests. Uses appropriate statistical software to produce monthly, quarterly, and annual summaries that describe geographic, demographic and fiscal trends. Assists with the bi-annual development of the ADAP Budget November Estimate and May Revision packages using statistical modeling to derive assumption interval and point estimate fiscal impacts. Serves as a team member with other ACEI Branch and ADAP Branch staff to plan, develop, and write budget drill responses, fiscal projections, HRSA grant application and progress reports, and other reports as needed.
- 30% Under the guidance of ACEI Branch's more senior research scientists, perform data analyses for federal grant proposals, grant reports, and data requests from local health departments and stakeholders. Establishes and maintains a detailed understanding of the content and architecture of the ADAP Enrollment System data, collaborates on the implementation of system or data model changes, monitors data to identify anomalies or data quality issues, and participates in user acceptance testing, as needed. Documents data sources and linkages; integration of data into existing data systems; and prepares data mapping, data dictionaries, and Standard Operating Procedures (SOPs), as needed. Participates in analyzing inefficient data to develop appropriate solutions and recommending courses of action to the AFF team and management. Reviews data submitted by contractors for consistency, completeness, and accuracy. Communicates findings verbally and in writing to senior research scientists and ADAP program staff and works collaboratively with program, technical, scientific, and contract staff to resolve identified discrepancies and identify process improvements.
- 15% Analyzes HIV related data to assess the current and future extent, distribution and impact of the HIV epidemic on ADAP. Conducts moderately complex research projects, either

individually or as a member of a team of researchers. Applies statistical techniques and other methods used in the analysis of large data sets and in making fiscal projections for ADAP programmatic purposes. Under the guidance of the RS Senior and RSS I, plans and executes appropriate methods to delineate and interpret trends in fiscal and service utilization of ADAP. Uses software programs such as SAS, SQL, R, Tableau, MS Power BI, and Microsoft Office (Excel, PowerPoint, Word).

- 10% Analyzes ADAP data, engages in ADAP enrollment system meetings and provides input to improve the ADAP data collection, management, and analysis systems to ensure the integrity of data collected is consistent with program goals, administrative needs, and federal reporting requirements.

Marginal Functions (including percentage of time)

- 5% Performs other Research Scientist job-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:

Date: