

DUTY STATEMENT

Employee Name:	Position Number: 581-370-5594-909
Classification: Research Scientist Staff	Tenure/Time Base: Permanent/Full-time
Working Title: Substance and Addiction Research Scientist	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch/ Substance Use Research and Evaluation Section / Epidemiology 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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by protecting the public's health, promoting health and wellness, and optimizing data and technology. The Research Scientist Staff (RS Staff) works under the general direction of the Research Scientist Supervisor I, Manager, Epidemiology and Evaluation Unit, within the Substance and Addiction Prevention Branch (SAPB). The RS Staff leads the development and implementation of epidemiological, formative research, and evaluation projects related to substance use, addiction, and other behavioral health factors. The RS Staff will use behavioral sciences theoretical models and

epidemiological research methods to evaluate data sources, develop scientific indicators and tools, conduct scientific studies, oversee the development and implementation of formative research and evaluation plans, conduct analyses, and prepare data webpages, reports, data briefs, and manuscripts for dissemination to diverse audiences. The RS Staff is expected to make independent, complex decisions and is responsible for ensuring the scientific quality of all administrative and research reporting requirements. Minimal travel (3%) is required to participate in local, regional, and national activities. Some overnight stays may be required.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 3% In and Out of State Travel. Some overnight stays may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Independently conducts highly complex epidemiological and other highly developed scientific studies to identify and interpret trends in behavioral health, substance use, addiction data, and factors associated with behavioral health, substance use, and addiction, including social determinants of health and risk and protective factors. Uses statistical software and qualitative data analysis software to manage, integrate, and/or link data, and conduct scientific analyses. Prepares data for dissemination to stakeholders to inform and educate policy makers, the public, local health departments, and local public health organizations. Prepares data webpages, reports, publications, data briefs, and fact sheets for posting to the SAPB website and submission to peer-reviewed journals. Conducts presentations of scientific findings related to behavioral health, substance use, and addiction. Evaluates, develops, and expands methods for placing analyzable data on the web for broad public dissemination. Fulfills data requests and requests for scientific support from in-house staff, the public, media, partners, and stakeholders. Substantiates scientific messaging for communications and educational materials to ensure scientific accuracy.
- 35% Plans, develops, designs, and implements a highly complex epidemiological data system involving multiple data sets to inform programmatic activities, evaluation, and policy. Coordinates development, design, and implementation of the epidemiological data system with CDPH internal and external partners, contractors, and external government organizations including local health jurisdictions and community stakeholders. Works with partner organizations from multiple agencies to develop and update data use agreements. Develops, implements, and monitors data management and quality improvement strategies. Oversees the development and implementation of mixed methods formative research and evaluation plans to inform and monitor behavioral health, substance use, and addiction prevention programs. Ensures the scientific quality of all administrative and research reporting requirements. Collaborates with epidemiologists and public health experts, coordinates data work with related scientific efforts, and makes recommendations to the unit, section, and SAPB managers.

- 15% Serves as a scientific advisor and provides technical scientific consultation to other researchers and state and local public health entities. Acts as a CDPH spokesperson on the public health aspects of behavioral health, substance use, and addiction at local, state, and national meetings and conferences. Actively serves as a team member on advisory groups, workgroups, and scientific forums to enhance the availability, quality, sustainability, dissemination, and proper interpretation of complex data. Coordinates with national organizations, academic centers, and other research partners on behavioral health, substance use, and addiction-related projects. Provides technical assistance and scientific support, such as grant writing, project proposals, development of prevention programs, and reviewing applications and proposals.
- 10% Provides technical scientific consultation to in-house scientists on data management, statistical software, public health programs, and data analyses to ensure quality of data. Provides technical consultation to non-scientist in-house staff for implementing, monitoring, and evaluating behavioral health, substance use, and addiction treatment and prevention programs to align scientific and programmatic goals and priorities. Provides expert consultation to program staff on behavioral health and the data-driven health effects of substance use and addiction across geographic, demographic, and temporal variables; and on interpreting behavioral health, substance use, and addiction data trends.

Marginal Functions (including percentage of time)

- 5% Perform 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: WS

Date: SEPT 2026