

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-012-5594-901
Classification: Research Scientist Staff	Tenure/Time Base: Limited Term/Full-Time
Working Title: RPHO Epidemiologist (Epi/Bio or Soc/Behav)	Work Location: Various statewide locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Regional Public Health Office	Branch/Section/Unit: Epidemiology/Data Analytics 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 enhancing preparedness and response for emerging public health threats through provision of leadership, guidance, and advancing coordination and collaboration across a variety of complex program areas including policy, equity, public health practice, communications, access to clinical expertise, epidemiology, and pursuit of funding opportunities.

The Research Scientist Staff (RS Staff) works under the general direction of the Research Scientist Supervisor I (RSS I) within the Regional Public Health Office (RPHO) and is responsible for analyzing data at the regional level and supporting local jurisdictions in need of epidemiological support for day-to-day epidemiological analyses. The RS Staff supports and conducts complex

analyses and data analytics as needed or requested. Projects may include long-term projects to improve data quality and completeness using continuous quality improvement principles. The RS Staff team members will be directly assigned one or two of the following Public Health Regions: Rural North, Bay Area, Greater Sierra-Sacramento, Central California, Southern California, and Los Angeles.

This position is required to travel up to 20% to work with LHJ staff and attend regional meetings.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions		
Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa – 850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1615 Capitol Avenue Sacramento, CA 95814

- 40% Design and conduct epidemiologic studies and perform statistical analyses, working with large administrative datasets in support and coordination with Public Health Regions. Support and coordinate with state and local epidemiologists to conduct time-sensitive data and surveillance projects in support of emergency responses and non-emergency related priorities. Apply statistical and survey techniques and biologic theory to support description and understanding the distribution of determinants of disease, health, and genetic conditions in the population. Perform time-sensitive, critical needs assessments, preparation of technical reports, manuscripts, meeting presentations and documents for time-sensitive, critical information and education for public health professionals and the public. Areas of support may include infectious agents, nutrition and lifestyle factors, socio or environmental factors, health promotion, chemical and physical agents in the environment, chronic disease and injury,

genetic disorders or other genetic influences on disease.

- 30% Recommend improvements and updates to protocols to improve efficiency and better meet reporting needs. Use programming languages such as Statistical Analysis Software (SAS), R, and Structured Query Language (SQL). Assist in conducting data management activities such as cleaning, de-duplication, record matching, and analysis of Electronic Laboratory Records (ELR) data. Respond to ad hoc requests for data visualizations, summaries and data extracts, and contribute to data management and data analysis for enhanced surveillance activities. Provide support building databases for emergency response and other activities as needed.
- 20% Provide strategic assistance to CDPH to assure that information systems support the information needs of the public health agency, statewide and local public health programs, policy development, research, and evaluation. Coordinate and oversee needs of LHJs and CDPH data systems and liaise with programs and partners to facilitate integration and electronic data exchange, including ongoing information system application testing, implementation, and evaluation with project teams across public health programs and CDPH. This position may require travel to attend meetings, conferences and or training.

Marginal Functions (including percentage of time)

- 10% Perform other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

☐ 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: J.A.

Date: Sept 26