

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5643-004
Classification: Research Scientist Supervisor I	Tenure/Time Base: Permanent/Full Time
Working Title: Newborn Outcomes and Evaluation Unit Chief	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch/Program Development and Evaluation Section/Newborn Outcomes 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 serving as the Chief of the Newborn Outcomes and Evaluation Unit, while independently supervise, coordinate, conceive, and conduct program evaluation and related research and investigations focused on the prevention, testing, screening, referral, treatment and long-term follow-up of genetic disorders diagnosed by the California Newborn Screening (NBS) Program. The Research Scientist Supervisor I (RRS I) develops and leads such projects and works collaboratively with other Research Scientists. The RSS I may secure funding through external sources when

required, in collaboration with the Genetic Disease Screening Program (GDSP) state-contracted follow-up centers, and other agencies, including universities, foundations, voluntary agencies, and other bodies.

The incumbent works under the general direction of the Research Scientist Supervisor II, Chief of the Program Development and Evaluation Section.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Plan, direct, and coordinate staff activities; direct, monitor, and provide guidance to process various internal and external data requests; review and provide feedback to employees' technical work such as statistical software coding, result table, and visual charts; supervise data analysis and query; coordinate group efforts to complete program requested projects; provide guidance on basic and advanced epidemiologic techniques; lead on new data collection activities and registries development for new disorders that will be added to the screening panel; oversee implementation of existing NBS disease registries; supervise data quality investigations; maintain data quality of NBS related data collection; supervise generation and maintenance of Microsoft Power BI reports; prepare administrative reports and documents, including Request for Proposals, Memoranda of Understanding, Bill Analyses, and Budget Change Proposals. Develop staff work plans, provide staff guidance, prioritize assignments and deadlines, and perform various personnel management functions such as recruiting, hiring and training staff, and completing annual performance evaluations. Represent the Unit at various administrative and programmatic meetings.
- 30% Independently, plan, design, and coordinate program evaluation-related studies on the effectiveness and impact of current and new screening modalities; analyze and interpret data; write reports and make presentations to scientific and program partners on major statewide studies, investigations and research projects related to newborn screening disease prevention, reduction, testing, screening, referral, treatment, and long-term follow-up. Coordinate program related data collection activities and disseminate data quality investigations and research to Department staff, state-contracted follow-up centers, other state agencies, federal government, local health agencies, and universities, as needed. Communicate findings through multiple means, including regular Department reports, peer-reviewed journals, and presentations at professional meetings and symposia. Direct preparation of proposals for funding, progress reports, and final reports of research studies and programmatic investigations.
- 20% Act as a specialized consultant to the Section, Branch, Genetics Disease Laboratory, Department, and other health organizations on the epidemiology of one or more newborn

diseases screened by the GDSP. Provide epidemiologic expertise to and respond to questions from various internal and external stakeholders. Act as lead liaison to other Departmental and outside researchers using or requesting GDSP data as part of internal program development/evaluation activities. Attend regular operational, collaborative, and academic meetings representing GDSP. Work with informatics consultants and Program Development and Evaluation Section and program staff to assist with electronic test orders and reporting initiatives for NBS. Provide data evaluation and data collection support to develop electronic test orders and result reporting between GDSP and NBS hospitals.

- 10% Serve as a technical expert and specialized consultant on issues related to the existing and new genetic testing technologies in newborn screening. Develop appropriate policy recommendations based on current program and research findings.

Marginal Functions (including percentage of time)

- 5% Perform 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: KS

Date: October 2026