# DUTY STATEMENT

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| Employee Name: | Position Number:<br>580-46X-5594-909 |
| Classification:<br>Research Scientist Staff | Tenure/Time Base:<br>Permanent / Full-Time |
| Working Title:<br>Senior Syndromic Surveillance Epidemiologist | Work Location:<br>Various locations available. Location to be determined upon hire. |
| Collective Bargaining Unit:<br>R10 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Center for Infectious Diseases / Office of Infectious Disease Preparedness and Response | Branch/Section/Unit:<br>Infectious Disease Monitoring and Early Detection Branch / Syndromic Surveillance Section / Epidemiology, Analytics and Reporting 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 supporting the implementation, utilization, maintenance, and operation of the statewide California Syndromic Surveillance (CalSyS) program. This program facilitates timely and broad monitoring of population health, ultimately leading to more rapid and targeted disease/illness/injury control and data-driven prevention strategies, as well as increased situational awareness for public health response.

The Research Scientist Staff (RS Staff) serves as a senior-level, public health epidemiologist and subject matter expert specializing in data systems and the application of data to inform public health efforts. The RS Staff is responsible for leading and planning analyses of syndromic surveillance data using current methods and best practices in both epidemiology and biostatistics. Additionally, they provide expert guidance on federal, state, and local initiatives that improve the availability, accessibility, and usability of public health Syndromic Surveillance (SyS) data.

The RS Staff serves as a subject matter expert on data platforms for Office of Infectious Disease Preparedness and Response (OIDPR), the SyS Section, independently managing a variety of highly complex tasks to support CDPH epidemiologic surveillance activities. They collaborate with experts at local, state, and federal levels to oversee the collection, integration, analysis, dissemination, and use of SyS data. The incumbent is an advisor on epidemiologic training and education for stakeholders and CDPH partners. Additionally, the RS Staff ensures data privacy while applying scientific methods of study during investigation, analysis, and interpretation phases, while achieving maximum value of surveillance data and information for public health.

In the case of a public health emergency, this position may be asked to redirect to serve rotations in emergency staffing roles aligned with their classification level.

The incumbent works under the general direction of the Research Scientist Supervisor I, Chief of the Epidemiology, Analytics, and Reporting (Epi) Unit within the Syndromic Surveillance (SyS) Section.

## Special Requirements

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

## Essential Functions (including percentage of time)

35% Serves as a senior-level SyS system subject matter expert in the SyS Section. Leads epidemiological support for surveillance efforts and offers in-depth technical assistance, subject matter expertise, and strategic leadership on various complex topics. Key areas include applications of statewide SyS data in epidemiologic investigations, informatics, data curation methodologies, tools, and practices, epidemiologic concepts, tools, and design methodologies, and public health surveillance system interoperability. Consults with local, state, federal, and internal CDPH programs to address programmatic needs related to interoperability, health information standards (e.g., HL7), and the implementation process supporting SyS systems.

Independently performs complex statistical analyses across multiple data sources and subgroups, including geographic units, time-period, income group, race/ethnicity, health equity indicators, and other population characteristics. Demonstrates expertise in applying syndromic surveillance to various public health disciplines, including, infectious diseases, environmental

health, substance use and addiction prevention, and other disease, illness, and/or injuries of public health relevance.

Regularly uses statistical software (e.g., SAS, R, Python), cloud-based computing platforms, geographical information systems, relational databases, and spreadsheets to independently create scientific reports and dashboards for broad dissemination. Develops and implements methods to facilitate use of SyS and other relevant data for public health action. Works closely with the SyS team to ensure that all program-related activities promote diversity, equity, and inclusion.

25% Collaborates with members of the SyS Section to develop data curation activities for existing surveillance data sources, vital records data, and CDPH program data. Provides expert consultation to program and information technology staff in CDPH and other agencies on data virtualization and cross-analysis, focusing on health equity, emergency response, disease/illness/injury prevention, and other emerging Departmental goals, as needed. Consults with CDPH programs on surveillance efforts and provides expertise to ensure adequate support for their mission. Leads development of SyS Section work efforts focused on CalSyS Program implementation (e.g., development and review of Business Requirements Documents, contracts, Interagency Agreements, Business Use Case Proposals).

20% Participates in workgroups related to SyS system interoperability to inform infrastructure planning that enhances and maintains public health SyS systems in California. Serves on other workgroups and committees with internal and external stakeholders, and participates in local, state, and federal initiatives related to OIDPR objectives. Provides assistance representing public health in technical, policy and/or business advisory boards, local health departments, and informatics forums. Maintains relationships with stakeholders and provides excellent customer service.

10% Develops and implements scientific training materials for internal and external stakeholders to facilitate use of standardized methods of evaluating and analyzing SyS data, as well as evaluation instruments, procedures, and policies.

5% Participates in infectious disease emergency preparedness and response activities. Completes trainings in emergency preparedness, the incident command system (ICS) and other professional development activities. During an infectious disease emergency activation, may assume emergency response roles that align with the position's classification level and skill set.

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**<br>850 Marina Bay Parkway<br>Richmond, CA 94804 |
| Region IV | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo | **Sacramento**<br>1616 Capitol Avenue<br>Sacramento, CA 95814 |

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| Region VI | Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego | **San Diego**<br>7575 Metropolitan Drive<br>San Diego, CA 92108 |

## Marginal Functions (including percentage of time)

5% Engages in professional development activities and completes other duties as required/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.)

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| Supervisor's Name: | Date | Employee's Name: | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |

**HRD Use Only:**
Approved By: JC
Date: 10/10/25