# DUTY STATEMENT

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| Employee Name: | Position Number:<br>**580-351-5582-006** |
| Classification:<br>Research Scientist<br>(Epidemiology/Biostatistics) | Tenure/Time Base:<br>Permanent/Full-time |
| Working Title:<br>Surveillance Epidemiologist | Work Location:<br>850 Marina Bay Parkway, P-3, Richmond, CA 94806 |
| Collective Bargaining Unit:<br>R10 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Center of Healthy Communities | Branch/Section/Unit:<br>Occupational Health Branch/ Occupational Lead Poisoning Prevention Program |

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 maintaining the Adult Blood Lead Level (BLL) Registry and conducting analysis of the Registry data to draw meaningful conclusions that support public health interventions by the Occupational Lead Poisoning Prevention Program (OLPPP). The Research Scientist proposes and implements research studies on human populations, public health investigations, and statistical evaluations related to adult lead poisoning cases in California and nationally. May require periodic overnight travel within California, up to 5%.

The incumbent works under the supervision of the Research Scientist Supervisor I (RSS I), Chief, OLPPP.

## Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require periodic overnight travel within California, up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

40% Under the supervision of the RSS I, assists in the operation and maintenance of the California Blood Lead Registry. Prepares annual (BLL) data reports for the National Institute for Occupational Safety and Health Adult Blood Lead Epidemiology and Surveillance Program. Conducts analysis of OLPPP data, including identifying lead poisoning cases requiring follow-up; disseminates reports summarizing BLL data analyses to stakeholders (employers, workers, unions, industry associations, community-based organizations, health professions, other agencies, and local health departments) , ; and provides consultation to affected stakeholder groups on strategies to decrease lead exposure in their communities. The incumbent uses findings as the basis for recommending projects and interventions to be undertaken and prioritized by OLPPP to fulfill program mandates. Develops and maintains automated data quality processes for reducing data entry errors and duplicate records. Develops and maintains internal dashboards that track long-term project progress, data quality assessments, and routine automation status. Assists Registry Staff to resolve operational and data quality issues.

30% Under the supervision of the RSS I, the incumbent proposes and carries out studies involving human populations, public health investigations, and statistical analyses related to adult lead poisoning cases in California and across the nation. The role includes supporting specialized epidemiological research projects of limited scope and complexity that identify sources of workplace lead exposure, determine methods for preventing or controlling lead poisoning, and evaluate effectiveness of interventions. The incumbent may help the RSSI and the Research Scientist Staff develop and implement study designs, including assisting with epidemiologic study planning; contributing to the design and implementation of intervention projects; assisting with participant recruitment and follow-up; conducting data collection and analysis; preparing reports summarizing study results; and evaluating project effectiveness.. The incumbent will work with OLPPP’s Health Program Specialist II to disseminate study results to affected worker communities, to support awareness and prevention of lead exposure related to workplace processes.

10% Assists with processing annual fee waiver applications from employers, including evaluation, documentation, and recording decisions in OLPPP's fee waiver database; and analyzing data collected through OLPPP's fee waiver system to produce trends, summaries, and dashboards that inform program planning.

5% Participates in administrative activities in support of the OLPPP Chief, including bill analysis, legislation and regulation development, and coordinating responses to data inquiries and Public Records Act requests.

5% Assists in data analysis for other OHB and CDPH programs, as appropriate for skillset. Represents OLPPP at local, state, and national meetings, including serving on inter- or intra-agency committees.

5% Reviews scientific literature to maintain and develop professional skills in the areas of surveillance, lead toxicology, epidemiology, and statistical methods.

**Marginal Functions (including percentage of time)**

5% Performs 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 |
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| Supervisor's Signature | Date | Employee's Signature | Date |

**HRD Use Only:**
Approved By: CB
Date: 11/2026