

DUTY STATEMENT

Employee Name:	Position Number: 580-520-5594-XXX
Classification: Research Scientist (Epidemiology/Biostatistics)	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Home Visiting Data Scientist	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/ Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch/Home Visiting and Systems Evaluation Section/Home Visiting Performance Measurement 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 supporting data and evaluation efforts of the California Home Visiting Program, which promotes the health and wellness of participating mothers.

Research Scientist (RS) III (Epidemiology/Biostatistics) will plan, organize, and direct scientific research studies of a highly developed scientific scope and complexity, apply epidemiological or

biostatistical scientific approaches to critically evaluate and monitor public health program models focused on early childhood and home visiting, and assess and troubleshoot all evaluation related issues at the local and state levels. The RS III provides scientific leadership for configuration, maintenance and operations of home visiting data systems and coordinates development and use of analytic data sets to support program monitoring and reporting requirements, and development of common performance metrics for home visiting services in collaboration with external stakeholders. The RS III coordinates the design and implementation of all phases of evaluation and fidelity studies; and leads complex evaluation projects, coordinating data collection, documenting, and presenting findings. This position includes some statewide and local travel or visits, up to 5%, to implementing sites and professional meetings.

The incumbent works under the general direction of the Research Scientist Supervisor I, Chief of the Home Visiting Performance Measurement and Evaluation Unit.

Special Requirements

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

Essential Functions (including percentage of time)

- 25% Plan, organize and implement highly complex scientific evaluation projects of the California Home Visiting Program (CHVP). Incorporate appropriate logic models, program evaluation theory, and epidemiological or biostatistical methods, to guide evaluation plans and measure key program parameters of evidence-informed home visiting models and adaptations to evidence-based models to support delivery of services to underserved regions and populations, including process measures, fidelity, short-term outcomes, and long-term impacts. Establish program performance benchmarks and monitoring that align with the logic model. Scientifically review data collection methodology. Conduct scientific studies of highly developed scientific scope and complexity to identify differences in risk-factors and health outcomes among sub-groups of program participants and priority populations. Collaborate with programmatic and scientific leadership to develop and execute epidemiologic-informed methods using population-based data to identify communities in greatest need for home visiting services. Identify and conduct scientific analyses of new and emerging issues affecting maternal and child health. Act as a scientific advisor and evaluation consultant to lower-level scientists, contractors, policy analysts and other health professionals conducting studies or evaluations of maternal health, children's health, and family well-being. Obtain and maintain approvals from the State of California Committee for the Protection of Human Subjects and the CDPH Center for Health Statistics and Informatics Vital Statistics Advisory Committee, as needed, for linkage and integration of CHVP participant data with external data sources.
- 20% Use complex Statistical Analysis System (SAS) procedures to manage and analyze participant level data systems to ensure data quality, monitoring of process and outcome

measures, and development of analytic data sets for program continuous quality improvement efforts and evaluation projects. Collaborate with the Maternal, Child and Adolescent Health (MCAH) Division staff including management, lower-level research and program staff, local implementing agencies (LIAs), statewide advisory groups, and contractors to identify data collection and reporting needs, to develop monitoring plans with an equity perspective, and to ensure that the data serves CHVP information needs. Develop statewide and site-specific data reports to support program monitoring, management, and evaluation as well as reporting benchmark requirements. Utilize SAS, other desktop programs and Tableau to aggregate, count and visualize data for various audiences. Update or develop new reports as needed to meet program monitoring and reporting requirements. Support decision-making for equitable distribution of resources for CHVP expansion of service delivery. Provide technical assistance to CHVP program implementation teams and local health jurisdictions (LHJs) to support program monitoring efforts.

- 20% Collaborate and coordinate with state and local program implementation teams, national model developers and funders of home visiting services (e.g., California Department of Social Services, First 5 county commissions, federal Maternal, Infant, and Early Childhood Home Visiting program) to align data collection on core performance metrics of the implementation and outcomes of home visiting services and develop data exchange standards to improve interoperability among service delivery partners. In collaboration with state and local stakeholder, lead development of methods for standardizing data elements across home visiting programs and develop indicators of home visiting services within a Result Based Accountability Framework and collaborate with program leadership and LHJs in “turn the curve” exercises of key metrics to improve delivery of services. Explore best practices for sharing CHVP data while promoting the privacy and confidentiality of information shared. Identify opportunities for cross-agency data sharing and develop interagency data use agreements as needed to facilitate CHVP data standardization and integration activities. Provide technical assistance to home visiting stakeholders on proper use and interpretation of CHVP program data.
- 15% Provide scientific leadership in the planning and implementation of statewide Home Visiting data systems including configuration of system platform, data collection and variable determination, data analyses and data set quality. Oversee and manage projects to configure software for collecting participant and program level data provided via contracted Software as a Service (SaaS) vendors. Ensure data operations conform to State of California information technology requirements, and requirements for the protection of confidential data. Coordinate with the CDPH’s Information Technology and Services Division (ITSD) to procure software and tools. Collaborate with program consultants, model developers, LHJs and software vendor(s) on system design, configuration, and implementation. As needed, lead re-configuration of data system(s) for new data collection needs, such as changing reporting requirements or new data collection instruments.
- 10% Provide written documentation of evaluation design, theory, implementation and analysis methods, internal organizational protocols, and findings for internal and external use. Collaborate with MCAH staff including management and lower-level research and program staff, LIAs, statewide advisory groups, and contractors to interpret results of the implementation evaluation of CHVP. Summarize and report evaluation findings to meet needs of local, state, and federal program partners as well as the state legislature and any oversight bodies. Develop data dissemination products for multiple internal and external audiences. Review scientific reports, papers and data products prepared by lower-level research staff to ensure consistency, accuracy and appropriate depth of reported methods, results,

conclusions, and recommendations. Present research and evaluation findings at scientific meetings and conferences. Maintain a working knowledge of major studies in home visiting and maternal and child health program evaluation.

- 5% Serve as an expert researcher in unique short-term projects of a sensitive nature as required by the Legislature or the Governor’s Office, including time sensitive and confidential drills from the Director’s Office, conducting bill analyses, or responding to inquiries from the public. Attend staff meetings, and prepare correspondence as required.

Marginal Functions (including percentage of time)

- 5% Perform other job-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: JC
 Date: 02/27/24

DUTY STATEMENT

Employee Name:	Position Number: 580-520-5605-014
Classification: Research Scientist III (Social/Behavioral Sciences)	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Home Visiting Data Scientist	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Program Evaluation and Data Systems Branch/Home Visiting and Systems Evaluation Section/Home Visiting Performance Measurement and Evaluation Unit

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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 data and evaluation efforts of the California Home Visiting Program, which promotes the health and wellness of participating mothers.

The Research Scientist (RS) III (Social/Behavioral Sciences) will plan, organize, and direct scientific research studies of a highly developed scientific scope and complexity, apply social-behavioral

scientific approaches to critically evaluate and monitor public health program models focused on early childhood and home visiting and assess and troubleshoot all evaluation related issues at the local and state levels. The RS III provides scientific leadership for configuration, maintenance and operations of home visiting data systems and coordinates development and use of analytic data sets to support program monitoring and reporting requirements, and development of common performance metrics for home visiting services in collaboration with external stakeholders. The RS III coordinates the design and implementation of all phases of evaluation and fidelity studies; and leads complex evaluation projects, coordinating data collection, documenting, and presenting findings. This position includes some statewide and local travel or visits, up to 5%, to implementing sites and professional meetings.

The incumbent works under the general direction of the Research Scientist Supervisor (RSS) I, Chief of the Home Visiting Performance Measurement and Evaluation Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% in-state travel
- Bilingual: Pass a State written and/or verbal proficiency exam in
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- Other:

Essential Functions (including percentage of time)

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- 20% Use complex Statistical Analysis System (SAS) procedures to manage and analyze participant level data systems to ensure data quality, monitoring of process and outcome measures, and development of analytic data sets for program continuous quality improvement efforts and evaluation projects. Collaborate with the Maternal, Child and Adolescent Health (MCAH) Division staff including management, lower-level research and program staff, local implementing agencies (LIAs), statewide advisory groups, and contractors to identify data collection and reporting needs, to develop monitoring plans with an equity perspective, and to

ensure that the data serves CHVP information needs. Develop statewide and site-specific data reports to support program monitoring, management, and evaluation as well as reporting benchmark requirements. Utilize SAS, other desktop programs and Tableau to aggregate, count and visualize data for various audiences. Update or develop new reports as needed to meet program monitoring and reporting requirements. Support decision-making for equitable distribution of resources for CHVP expansion of service delivery. Provide technical assistance to CHVP program implementation teams and local health jurisdictions (LHJs) to support program monitoring efforts.

- 20% Collaborate and coordinate with state and local program implementation teams, national model developers and funders of home visiting services (e.g., California Department of Social Services, First 5 county commissions, federal Maternal, Infant, and Early Childhood Home Visiting program) to align data collection on core performance metrics of the implementation and outcomes of home visiting services and develop data exchange standards to improve interoperability among service delivery partners. In collaboration with state and local stakeholder, lead development of methods for standardizing data elements across home visiting programs and develop indicators of home visiting services within a Result Based Accountability Framework and collaborate with program leadership and LHJs in “turn the curve” exercises of key metrics to improve delivery of services. Explore best practices for sharing CHVP data while promoting the privacy and confidentiality of information shared. Identify opportunities for cross-agency data sharing and develop interagency data use agreements as needed to facilitate CHVP data standardization and integration activities. Provide technical assistance to home visiting stakeholders on proper use and interpretation of CHVP program data.
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- 10% Provide written documentation of evaluation design, theory, implementation and analysis methods, internal organizational protocols, and findings for internal and external use. Collaborate with MCAH staff including management and lower-level research and program staff, LIAs, statewide advisory groups, and contractors to interpret results of the implementation evaluation of CHVP. Summarize and report evaluation findings to meet needs of local, state, and federal program partners as well as the state legislature and any oversight bodies. Develop data dissemination products for multiple internal and external audiences. Review scientific reports, papers and data products prepared by lower-level research staff to ensure consistency, accuracy and appropriate depth of reported methods, results, conclusions, and recommendations. Present research and evaluation findings at scientific meetings and conferences. Maintain a working knowledge of major studies in home visiting and maternal and child health program evaluation.
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by the Legislature or the Governor’s Office, including time sensitive and confidential “drills” from the Director’s Office, conducting bill analyses, or responding to inquiries from the public. Attend staff meetings, and prepare correspondence as required.

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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: JC
 Date: 02/27/24