

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-035-5605-909</b>
Classification: Research Scientist III (Social/Behavioral Sciences)	Tenure/Time Base: Permanent/Full Time
Working Title: Transgender, Gender Diverse, and Intersex (TGI) Health Research and Evaluation Specialist	Work Location: 850 Marina Pkwy, Richmond, CA 94804
Collective Bargaining Unit: 10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity (OHE)	Branch/Section/Unit: Research & Evaluation Branch, Health Equity Research & Statistics Section (Section)

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 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the CDPH mission and strategic plan by promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

Under the general direction of the Research Scientist Supervisor III, the incumbent plans, organizes, and directs scientific research studies of a highly developed scope and complexity related to the health and health equity of TGI populations. The incumbent works as a member of a multi-disciplinary team with the Office of Health Equity's Gender Health Equity Section (GHES) leading and overseeing the design and implementation of research and evaluation for a complex statewide grant program (the Transgender, Gender Nonconforming and Intersex Wellness and Equity Fund, TGI Fund). The

incumbent will have the responsibility to make independent, complex decisions related to the design, implementation, analyses, and conclusions drawn from evaluation studies.

The incumbent is responsible for co-authoring reports requiring interpretation and clear summarization of results of complex program evaluation, the results of which would be used in developing new effective public health prevention programs focused on TGI communities.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Leads the highly complex program evaluation effort for the TGI Fund where the nature of the program and policies developed are extremely sensitive, controversial, far-reaching, and highly visible both within and outside the department. The incumbent plans, organizes, designs, directs and provides technical scientific consultation on and for programs funded by the TGI Fund including programs focused on increasing equitable access to gender affirming health care, access to supportive housing, therapeutic arts programming and increasing the capacity of health care professionals to effectively provide TGI health care and institute TGI-inclusive best practices. Exercises critical judgment and considers technical scientific procedures in evaluating and analyzing TGI Fund outcomes. Leads and works closely with local nonprofit community-based organizations to develop evaluation goals and objectives, selection of appropriate evaluation designs and statistical techniques, data collection instruments, quality control measures, data analytic methods, and interprets and draws conclusions regarding the intervention or activity being evaluated. Reports on program and research outcomes. Works closely with disparate TGI populations, researchers and TGI grantees to ensure the design and implementation of research and evaluation is culturally and linguistically responsive and community driven.
- 25% Directs and provides evaluation-related technical assistance to grantees needed to determine the effectiveness of individually funded grant programs and the TGI Fund overall in reducing inequities experienced by TGI populations. Directs and oversees statewide evaluation contracts. Makes recommendations to the TGI Unit Manager regarding the policies, practices and resources needed to ensure ongoing research benefiting TGI communities.
- 15% Advises GHES staff and CDPH colleagues of pertinent research and research gaps in TGI health. Designs and oversees the tracking, monitoring, and reporting of impacts of the GHES technical assistance within and across California Health and Human Services Agency. As needed, provides training and technical assistance to CDPH programs and offices on TGI-related health equity data and research. Serves as a subject matter expert for the CDPH and the OHE on sexual orientation and gender identity data collection and best practices. Consults

on and provides support to the implementation of LEAN processes and the utilization of Results Based Accountability.

- 10% Makes decisions having broad implications on a variety of complex and sensitive health programs and project activities. Works effectively with various health disciplines and community agencies and leaders in coordinating health services and implementing health programs and in developing and interpreting health policies, regulations, and procedures. Proactively updates and briefs management on TGI Fund programmatic progress, success, challenges, and barriers. Develops materials for directorate and internal and external partners and present to management.
- 10% Develops policy recommendations based on program evaluation metrics. Remain updated with the latest trends and activities related to TGI health research. Identifies and collaborates with TGI Health researchers in California and nationally. Prepares and edits reports, issues memorandums, position papers, and articles suitable for publication. Continually assesses policies and procedures; and recommends and implements quality improvement activities. Updates management on workload and any potential problems that may arise. Collaborates with other OHE sections and teams on data analysis, dashboards, and data briefs. Serves as TGI health research and evaluation subject matter expert providing guidance and recommendations to the CDPH Directorate.

**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
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: CC  
 Date: 06/2024

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